



U.S. GOVERNMENT PRINTING OFFICE
FEDERAL DEPOSITORY LIBRARY PROGRAM

Superseded List

Revised 1996



Library Programs Service
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20401

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THE SUPERSEDED LIST

U.S. Documents That May Be Discarded By Depository Libraries, Annotated for Retention By Regional Depositories

Revised September 1996



Edited by Sheila M. McGarr

Library Programs Service
Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20401

STAFF REVIEW LOG

The documents coordinator and all staff who work with depository operations should be familiar with the concepts discussed in this publication. New depository staff, especially, should review this publication before beginning depository work.

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Background

This edition of the Superseded List is the second to be issued as a separate publication, updating the 1992 edition. The 1984 and 1986 editions appeared as Appendix C to the Instructions to Depository Libraries. The present list, like the earlier versions, has been prepared by the members of the Superseded Documents Committee who volunteered to revise individual sections.

The Superseded List is updated irregularly. As new titles become known, the information is compiled for the "Update to the Superseded List" column which appears in both the printed version of Administrative Notes Technical Supplement and in its HTML version on the Federal Depository Library Program Administration home page.

This is the last version which will be printed. On a quarterly basis, new entries will be added to the Superseded List residing on GPO's World Wide Web site. The URL is http://www.access.gpo.gov/su_docs/dpos/suplist.html. The list will be available in ASCII text via the Federal Bulletin Board by dial-in at (202) 512-1387; telnet to fedbbs.access.gpo.gov; or [FTP://fedbbs.access.gpo.gov/gpo_bbs/guidline/superseded.txt](ftp://fedbbs.access.gpo.gov/gpo_bbs/guidline/superseded.txt).

Acknowledgements

The Library Programs Service wholeheartedly thanks the members of the Superseded Documents Committee who took the time from their regular schedules to examine their Federal documents collections for new additions and to update the entries from the 1992 list.

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INTRODUCTION

Purpose

The purpose of the Superseded List is to assist selective depository documents librarians in disposing of superseded materials under provisions of Title 44, United States Code, §1911. These recommendations may be useful in weeding obsolete, dated or ephemeral documents from shelves, map, microfiche and CD-ROM storage cabinets. The materials listed in this publication may be discarded **before** the normal 5-year statutory retention period for non-superseded materials, **without** submitting them on a weeding list for Regional library approval.

Structure

The classes in this list were compiled using the December 1995 and June 1996 revisions of the List of Classes of United States Government Publications Available for Selection by Depository Libraries.

The Superseded List is divided into 6 columns. A bullet (•) in the first column indicates that an entry is new or modified since the 1992 edition. Column 2 contains the current Superintendent of Documents classification number stem for the information product. Column 3 contains the current item number for the title. Column 4 contains the title, and column 5, "Retention," indicates the specific disposition instructions for the superseded publication in question. The notation is usually self-explanatory with the terminology defined below.

The 6th column is for the use of regional depository libraries. An "R" in this column indicates those superseded titles that regional libraries have agreed to keep although they are not legally required under 44 U.S.C. §1911 to do so.

Titles which have become discontinued or inactive since 1992 are listed at the end of the main list.

Terminology

1. Discard if revised -- Keep the latest edition/issue of each title published in the series. This term is used for monographic series where each title in the series will have to be individually reviewed.
2. Keep latest edition/issue -- Only the latest edition or issue of the title needs to be kept. This term is used for series issued with some type of regularity.
3. Looseleaf. Discard pages if revised. Keep latest edition - Identifies looseleaf "manuals". Keep the latest edition of each title and the transmittals issued for that edition; revised pages may be discarded.

4. Periodicals/serials that are superseded by a cumulative edition are identified by a notation such as "monthly issues superseded by annual."
5. Some newsletters and announcements are listed with the notation "Keep current year plus previous year." These publications are generally from one to four pages in length and are of a current awareness nature.
6. Separates and reprints -- only those existing as of the June 1996 List of Classes are listed. Any title that is a "separate" or a reprint of an article appearing in a full issue of a journal or report may be considered as superseded. Before discarding any reprints, librarians should be aware that these items may prove useful for vertical file material, displays, handouts, or other promotional uses.

The following generic classes cannot be totally inclusive because of their broad coverage and repetitive nature:

- General Publications
- Handbooks, Manuals, Guides
- Regulations, Rules, Instructions
- Bibliographies and Lists of Publications
- Forms

Each title issued in any of the above series must be individually reviewed and may be discarded only when a revised edition has been received. Occasionally a single title from one of these general series is listed because it represents a title that is issued frequently or occupies considerable shelf space.

Only the Superintendent of Documents classification number used in the June 1996 List of Classes is listed. Each library should check its own records for previous or subsequent classification numbers for each series.

GENERAL RULES

Criteria for Determining Superseded Materials

Below are listed some types of material which may be considered superseded and disposed of by all libraries according to Chapter 4, Maintenance, in the Instructions to Depository Libraries.

1. Any separates, slip opinions, slip laws, advance reports, etc., only on receipt of the bound volumes or cumulating issues or products.

Examples:

- A. Daily Congressional Record, after bound volumes and index, or cumulative CD-ROM are received.
- B. Slip laws, after bound Statutes at Large are received.
- C. Slip opinions or advance reports, after bound volumes of United States Reports are received.
- D. Any materials which are cumulated in later issues, i.e.:

Supplements to the United States Code, Internal Revenue Bulletin, etc., providing the library has selected the item number for the cumulative version and only after the cumulation is received.

- E. Senate and House reports and documents, upon receipt of the bound Serial Set volumes.
 - F. Preprints such as the Minerals Yearbook are superseded by the annual bound volumes.
2. Reprints, provided the library has received the original edition. This original edition may be a government journal or a commercial journal, or any other source. If the library retains the original source, the reprints may be routed for current awareness purposes, entered into a vertical file, or simply treated as superseded documents. In this case, depositories are not obligated to maintain a shelflist, catalog, or otherwise keep records on these superseded materials as long as they have records for a permanent alternate source. If the reprint is the only copy retained by the library, standard bibliographic records must be maintained.
 3. House and Senate bills and resolutions and legislative calendars one year after the adjournment of the Congress from which they originated.

4. Calendar of the House of Representatives. Retain Monday issues, then only the final issue of each session of Congress should be kept. Issues of the Senate Calendar may be disposed of one year after the adjournment of the Congress. The Senate Calendar is not cumulative.
5. Any publication upon receipt of a revised edition or an edition which states it supersedes. If a later edition is distributed through the Federal Depository Library Program or is otherwise available to the library, the superseded edition can be discarded by the library, even though that library has since deselected the item number and does not possess the new edition.
6. Pages from looseleaf publications that are replaced by new pages.
7. If a depository library has yet to receive a basic text or manual, then the transmittals, corrections, changes, errata, etc., to that depository disseminated publication can be considered superseded and discarded after one year.
8. Lists and indexes of publications of various agencies upon receipt of complete new editions. Small spot-lists, such as publication announcements, may be discarded 90 days after receipt.
9. Annual or biennial publications that merely revise information and bring it up to date, such as Index of Specifications and Standards, Light Lists, etc., upon receipt of a new issue. This permission **does not** apply to annual publications such as annual reports of departments and agencies, which cover the activities of the organization for a specific period of time.
10. Material that has an effective expiration date. Unless otherwise covered, materials such as press releases; dated posters; calendars; announcements of seminars, workshops, meetings or events; announcements of products or publications; and the like may be discarded after expiration of the event.

Some exceptions to number 10 are:

- Civil Service examination announcements. Only the latest issues need be kept.
- Commerce Business Daily may be discarded 90 days after its date of issuance; however, depositories should maintain the standard bibliographic records (e.g., shelflist, cataloging, serials check-in) that they use for other depository materials.
- Navigation maps and Aeronautical charts that have passed their expiration date can be considered superseded and discarded. If not discarded, they should be clearly marked "Not for Navigation Purposes."

Caution

All depository librarians should note that this Superseded List does not require that materials be discarded. **Do not** dispose of any material that might be vital to the collection. Research libraries should be extremely cautious about weeding older editions and other items that are of historical or research value. Law libraries and medical libraries should also carefully evaluate any material in their respective disciplines. Every depository should carefully consider their particular needs and collection policy before discarding any material. When keeping superseded materials, it is important to mark them as "superseded" or "not current" because misinformation can be transmitted with outdated publications.

SuDocs	Item	Title	Retention	Regional
DEPARTMENT OF AGRICULTURE				
• A 1.2:	0010	General Publications (various titles)	Discard if revised	
A 1.9:	0009	Farmers' Bulletins	Discard if revised	R
A 1.11/3:	0011-C	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 1.34:	0015	Statistical Bulletins	Discard if revised	R
A 1.35:	0012	Leaflets	Discard if revised	
A 1.38:	0013-A	Miscellaneous Publications	Discard if revised	R
A 1.60/2:	0032-B-01	Bibliographies and Lists of Publications	Discard if revised	
A 1.68:	0014-A	PA (Program Aid) Series	Discard if revised	
A 1.75:	0004	Agriculture Information Bulletin (AIB)	Discard if revised	
A 1.77:	0011	Home and Garden Bulletins	Discard if revised	
A 1.88:	0016-A	Utilization Research Reports	Discard if revised	R
A 1.89:	0080-E	Telephone Directory	Keep latest issue	
A 1.89/3:	0080-E	Directories	Discard if revised	
A 1.89/4:	0080-E	Telephone Directory, Alphabetical Listing	Keep latest issue	
A 1.95:	0025-D	Marketing Bulletins	Discard if revised	
• A 1.143:	0025-D	News Releases & Other News Material	Keep one year (formerly A 21.24/2:)	R
FOREST SERVICE				
• A 13.2:	0084	General Publications (various titles)	Discard if revised	
A 13.13:	0085	Information Pamphlets Relating to National Forests	Discard if revised	
A 13.27/2:	0085-A	Forest Products Laboratory: General Publications	Discard if revised	
A 13.28:	0080-G	Maps and Charts	Discard if revised	R
A 13.28/3:	0080-G	Shawnee Sportsmans Maps	Discard if revised	
A 13.36:	0086-B	Regulations, Rules, Instructions	Discard if revised	
A 13.36/2:	0086-C	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 13.36/2-2:	0086-H	Forest Service Organizational Directory	Keep latest issue	
A 13.36/2-3:	0086-H	Intermountain Region Organization Directory	Keep latest issue	
A 13.42/6-2:	0079-A-01	Northeastern Forest Experiment Station: Handbooks, Manuals, Guides	Discard if revised	
A 13.52:	0082-A	Forest Insect and Disease Leaflets	Discard if revised	R
A 13.63/15:	0084	Southeastern Forest Experiment Station: Handbooks, Manuals, Guides	Discard if revised	

SuDocs	Item	Title	Retention	Regional
A 13.65/14-2:	0079-B-02	Intermountain Forest and Range Experiment Station: Bibliographies and Lists of Publications	Discard if revised	
A 13.65/16:	0079-B-01	Intermountain Forest and Range Experiment Station: Maps	Discard if revised	
A 13.66/12:	0079-C-01	Pacific Northwest Experiment Station: Handbooks, Manuals, Guides	Discard if revised	
A 13.66/14:	0085-A-01	Recent Publications of the Pacific Northwest Research Station	Quarterly issues superseded by annual (A 13.66/15:P 96/)	
A 13.69/10:	0079-D-02	New Publications, Rocky Mountain Forest and Range Experiment Station	Discard if superseded by A 13.69/10-2:	
A 13.69/12:	0079-D-03	Rocky Mountain Forest and Range Experiment Station: Handbooks, Manuals, Guides	Discard if revised	
A 13.78:	0083-B	Research Papers	Discard if revised	R
A 13.82/8:	0079-E-01	North Central Forest Experiment Station: Handbooks, Manuals, Guides	Discard if revised	
A 13.84/2:	0083-C	Engineering Technical Information System EM	Keep latest edition	R
A 13.99/8:	0083-B-08	National Wildlife Coordinating Group: Handbooks, Manuals, Guides	Discard if revised	
A 13.110/8:	0086-F	State and Private Forestry: Handbook, Manuals, Guides	Discard if revised	
• A 13.110/13:	0086-G	State and Private Forestry: Technical Publications	Discard if revised	
A 13.111:	0080-F-01	Woodsy Owl's Campaign Catalog	Keep latest edition	
• A 13.111/2:	0080-F-02	Smokey's Campaign Catalog	Keep latest edition	
A 13.112:	0084-E	Volunteer Opportunities	Keep latest edition	
A 13.112/2:	0084-E	Volunteers in the National Forests	Discard if revised	
NATIONAL AGRICULTURAL LIBRARY				
• A 17.2:	0095-A-01	General Publications (various titles)	Discard if revised	
A 17.18/4:	0095-A-02	Quick Bibliography Series	Discard if revised	
A 17.18/5:	0095-A-02	List of Journals Indexed in Agricola	Keep latest edition	
A 17.22:	0095-C-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 17.23:	0095-F	Agricultural Libraries Information Notes	Keep current year plus previous year	R
A 17.26:	0095-A-05	Animal Welfare Legislation: Bills and Public Laws	Quarterly issues superseded by annual (4th quarter)	
A 17.27:	0095-C-01	AWIC (Animal Welfare Information Center)	Discard if revised	
OFFICE OF COMMUNICATIONS				
A 21.28:	0090-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
A 21.34:	0090-E-01	Broadcasters Letter	Keep current year plus previous year	
A 21.36:	0090-D-01	Inside Information	Keep current year plus previous year	
• A 21.37:	0091	List (of available publications)	Discard if revised	
EXTENSION SERVICE				
• A 43.16:	0061-A	Regulations, Rules, Instructions (various titles)	Discard if revised	
A 43.16/2:	0061-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 43.51:	0061-G	List of Available USDA Publications for Sale from GPO	Discard if revised	
PERSONNEL OFFICE				
A 49.8:	0097	Handbooks, Manuals, Guides (various titles)	Discard if revised	
NATURAL RESOURCES CONSERVATION SERVICE				
• A 57.2:	0120	General Publications (various titles)	Discard if revised	
A 57.6/2:	0120-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 57.6/3:	0120-A	Irrigation Guides	Discard if revised	
A 57.38:LIST/	0102-A	List of Published Soil Surveys	Keep latest edition	
A 57.44:	0119-A	Conservation Information, SCS-CI	Discard if revised	R
A 57.52:	0121-A	Soil Survey Investigation Reports	Discard if revised	
A 57.56:	0121-H	Habitat Management for (various animals)	Discard if revised	
FEDERAL CROP INSURANCE CORPORATION				
A 62.16:	0071-C	Guide to Crop Insurance Protection	Keep latest edition	
FOREIGN AGRICULTURAL SERVICE				
• A 67.2:	0077	General Publications (various titles)	Discard if revised	
A 67.26:	0076-G	Miscellaneous Series (FAS-M-(nos.))	Discard if revised	R
A 67.40/2:	0076-K	Trade Leads (former title: Export Briefs)	Keep current year plus previous year	R
RURAL UTILITIES SERVICE				
• A 68.2:	0116	General Publications (various titles)	Discard if revised	
A 68.3:	0116	Bulletins	Discard if revised	R
A 68.5:	0116-B	Laws	Discard if revised	
A 68.6/2:	0116-A	List of Materials Acceptable for Use on Systems of RUS Electrification Borrowers	Looseleaf. Discard pages if revised. Keep latest edition	
A 68.6/4:	0116-A-02	Telecommunications Engineering and Construction Manual	Looseleaf. Discard pages if revised. Keep latest edition	

SuDocs	Item	Title	Retention	Regional
A 68.6/5:	0116-A-03	List of Materials Acceptable for Use on Telecommunications Systems of RUS Borrowers	Looseleaf. Discard pages if revised. Keep latest edition	
A 68.6/6:	0116-A-04	Handbooks, Manuals, Guides (various titles)	Discard if revised	
AGRICULTURAL RESEARCH SERVICE				
• A 77.2:	0026-A-01	General Publications (various titles)	Discard if revised	
A 77.6/3:	0026-A-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 77.12/A:	0025-A	Agricultural Research (separates)	Discard if select Agricultural Research (A 77.12:)	
A 77.17/4:	0026-C-01	Eastern Regional Research Center: Publications and Patents (list)	Semiannual issues superseded by periodic cumulations	
A 77.35:	0026-A-02	Agricultural Inventions Catalog	Keep latest edition	
AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE				
A 82.5:	0107	Laws	Discard if revised	
A 82.82:	0110-A	ASCS Background Information BI	Discard if revised	
A 82.98:	0024-G-03	Warehouses Licensed under U.S. Warehouses Act	Keep latest edition	
COMMODITY CREDIT CORPORATION				
A 82.305:	0036	Laws	Discard if revised	
FARMERS HOME ADMINISTRATION				
A 84.16:	0069-A	Forms	Discard if revised	
AGRICULTURAL MARKETING SERVICE				
• A 88.2:	0024-B	General Publications (various titles)	Discard if revised	
A 88.5:	0024-O	Laws	Discard if revised	
A 88.6:	0107-B	Regulations, Rules, Instructions	Discard if revised	
A 88.6/2:	0024-B-02	Standards for (fruits, vegetables, etc.)	Discard if revised	
A 88.6/4:	0024-P	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 88.14/12:	0021-Q	Dairy Plants Surveyed and Approved for USDA Grading Service	Keep latest issue	
A 88.15/23:	0040-B-01	List of Plants Operating Under USDA Poultry, Egg-Grading, and Egg Products Inspection Programs	Keep latest edition	
A 88.16/4:	0024-C-02	Livestock, Meat, Wool Market News, Weekly Summary and Statistics	Keep latest edition	
A 88.40:	0019-A	AMS	Discard if revised	R
A 88.57:	0024-B-04	AMS Food Purchases, Weekly Summary	Keep current year plus previous year	R
A 88.59:	0024-B-01	Directory of State Departments of Agriculture	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
FARMER COOPERATIVE SERVICE				
A 89.20:	0064-B	Special Reports	Discard if revised	R
NATIONAL AGRICULTURAL STATISTICS SERVICE				
A 92.8:	0122-A-09	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 92.16:	0018-C	Agricultural Prices	Monthly issues superseded by annual (A 92.16/2:). Note: Annual does not contain all the detailed data from the monthly issues	R
A 92.18/3:	0024-J	Livestock Slaughter	Monthly issues superseded by annual (A 92.18:)	
A 92.21:	0024-G-01	Cold Storage	Monthly issues superseded by annual (A 92.21/2:)	
ECONOMIC RESEARCH SERVICE				
A 93.39:	0021-N-02	Products and Services from ERS-NASS	Keep current year plus previous year	R
COOPERATIVE STATE RESEARCH SERVICE				
• A 94.8:	0040-A-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• A 94.17:	0040-A-06	Directory of Small-Scale Agriculture	Keep latest edition	
FOOD AND CONSUMER SERVICE				
• A 98.2:	0074-A-01	General Publications (various titles)	Discard if revised	
A 98.8/2:	0074-A-04	FNS (FS) Handbooks	Looseleaf. Discard pages if revised. Keep latest edition	
• A 98.9:	0074-A-02	FNS	Discard if revised	
• A 98.15:	0074-A-01	Directory of Cooperating Agencies	Looseleaf. Discard pages if revised. Keep latest edition	
• A 98.18:	0074-A-01	Regulations, Rules and Instructions	Discard if revised	
ANIMAL AND PLANT HEALTH INSPECTION SERVICE				
• A 101.2:	0030-A-05	General Publications (various titles)	Discard if revised	
A 101.2/10:	0030-A-13	Veterinary Biological Products: Licensees and Permittees	Keep latest edition	
A 101.6:	0030-A-07	Regulations, Rules, Instructions	Discard if revised	
A 101.8:	0030-A-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 101.10/2:	0030-A-01	APHIS	Keep latest edition	
A 101.13:	0030-A-09	Directory of Animal Disease Diagnostic Laboratories	Keep latest edition	
A 101.19:	0032-A-04	Bibliographies and Lists of Publications	Discard if revised	
A 101.21:	0030-A-08	APHIS Organizational Directory	Keep latest edition	
A 101.26:	0030-A-15	Animal Welfare: List of Licensed Dealers	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
FOOD SAFETY AND QUALITY SERVICE				
A 103.6/2:	0021-T-05	United States Standards for (various foods)	Discard if revised	
A 103.8:	0032-A-05	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 103.13:	0021-T-01	List of Chemical Compounds	Keep latest compiled edition	
A 103.15:	0024-N	Institutional Meat Purchase Specifications	Keep latest edition	
FEDERAL GRAIN INSPECTION SERVICE				
A 104.6:	0031-B-01	Regulations, Rules, Instructions	Discard if revised	
A 104.6/2:	0024-P-02	Official United States Standards for Grain	Discard if revised	
A 104.6/3:	0024-P-02	Standards for Fruits and Vegetables	Discard if revised	
• A 104.13:	0031-B- 01	Directories	Keep latest edition	
SCIENCE AND EDUCATION				
• A 106.8:	0022-A-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 106.14/2:	0022-A-06	Soil, Water, Air Sciences Directory	Keep latest edition	
A 106.16/2:	0022-A-04	Annual Inventory of Available USDA Publications for State and County Extension Office in Ordering USDA Publications	Keep latest edition	
PUBLIC AFFAIRS OFFICE				
• A 107.2:	0090	General Publications (various titles)	Discard if revised	
• A 107.8:	0090-C	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 107.10:	0092	Publications and Visuals	Keep current year plus previous year	
A 107.18:	0090-D	Selected Speeches and News Releases	See new class (A 1.143:) & new item (0025-D)	
FOOD SAFETY AND INSPECTION SERVICE				
• A 110.2:	0031-C	General Publications (various titles)	Discard if revised	
A 110.6/2:	0021-T	Meat and Poultry Inspection Regulations	Looseleaf. Discard pages if revised. Keep latest edition	
A 110.6/2-2:	0021-T	Meat and Poultry Inspection Regulations (Reprint)	Keep latest reprint and changes	
A 110.8:	0032-A-03	Handbooks, Manuals, Guides (various titles)	Keep latest reprint and changes	
A 110.8/2:	0031-C-01	Meat and Poultry Inspection Manual	Looseleaf. Discard pages if revised. Keep latest edition	
A 110.8/3:	0032-A-06	Chemistry Laboratory Guidebook	Keep latest reprint and changes	
A 110.9:	0031-C-01	Compilation of Meat and Poultry Inspection Issuances	Discard when combined in A 110.9/2:	R
A 110.11:	0032-A	Meat and Poultry Inspection Directory	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
A 110.12:	0032-A-02	Accepted Meat and Poultry Equipment	Keep latest issue	R
• A 110.13:	0021-T-02	FSIS Series	Discard if revised	
A 110.15:	0032-A-07	List of Proprietary Substances and Nonfood Compounds Authorized for Use Under USDA Inspection and Grading Programs	Discard if revised	
• A 110.16:	0032-C	Directories	Discard if revised	
• A 110.18:	0031-C-01	Standards and Labeling Policy Book	Discard if revised	
FARM SERVICE AGENCY				
• A 112.2:	0068-E	General Publications (various titles)	Discard if revised	
• A 112.6:	0068-G	Regulations, Rules, Instructions	Discard if revised	
• A 112.8:	0068-F	Handbooks, Manuals, Guides (various titles)	Discard if revised	
ARMS CONTROL AND DISARMAMENT AGENCY				
• AC 1.2:AR 5/3/	0125-A-03	Arms Control and Disarmament Agreements, Texts and Histories of the Negotiations	Keep latest edition	R
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION				
• AE 1.102:	0569-B-02	General Publications (various titles)	Discard if revised	
AE 1.108:	0569-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
AE 1.112:	0570-C-01	Guides to German Records Microfilmed at Alexandria, VA	Discard if revised	
AE 1.112/2:	0570-C	Guides to the Microfilmed Records of the German Navy	Discard if revised	
AE 1.113:	0569	General Information Leaflet Series	Discard if revised	
AE 1.115:	0570-A	Special Lists	Keep latest edition	
FEDERAL REGISTER OFFICE				
• AE 2.102:	0574	General Publications (various titles)	Discard if revised	
AE 2.106:	0573-C 0573-D	Federal Register	Keep current year plus previous year	R
AE 2.106/2:	0573-B 0573-C	List of CFR Sections Affected	Keep latest monthly issue plus quarterly issues (Mar., June, Sept., & Dec.) marked "Save this issue" since last cumulation (e.g., 73-85 cumulation, AE 2.106/2-2:)	R
AE 2.106/3:	0572-B 0572-C	Code of Federal Regulations	Keep latest edition of each part. NOTE: Law libraries and others using the CFR heavily should keep all editions of each title EXCEPT Title 3, see below	R

SuDocs	Item	Title	Retention	Regional
AE 2.106/3:	0572-B 0572-C	Code of Federal Regulations, Title 3, President	Keep annual issues until superseded by quinquennial cumulation	R
AE 2.106/3-2:	0572	CFR Index and Finding Aids	Keep current year plus previous year	R
• AE 2.106/4-2:	0574-C-01	Privacy Act Issuances Compilation (CD-ROM)	Keep latest edition	
• AE 2.108:	0574-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
AE 2.109:	0577-A	Weekly Compilation of Presidential Documents	Superseded by Public Papers of the Presidents of the United States beginning with the Carter Administration and Title 3, CFR	R
AE 2.110:	0575	Slip Laws (Public Laws)	Discard upon receipt of U.S. Statutes at Large (AE 2.111:)	
AE 2.110/2:	0575-A	Private Laws	Discard upon receipt of U.S. Statutes at Large (AE 2.111:)	

DEPARTMENT OF COMMERCE

C 1.2:	0128	General Publications (various titles)	Discard if revised	
C 1.2:SE 4/2	0128	How to Sell to the United States Department of Commerce	Keep latest edition	
C 1.8/3:	0128-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 1.8/4:	0128-A-01	Federal Meteorological Handbooks	Discard pages if revised. Keep latest compiled edition	
C 1.37:	0126-D	Telephone Directory	Keep latest edition	
C 1.76:	0231-G-03	Commerce Business Daily	Keep latest 3 months	
• C 1.77:	0126-D-14	Integrated Resources and Services for... (various subjects)	Keep latest edition	
• C 1.82:	0128-H	Small Business Innovation Research for FY	Dated. Discard when expired	
• C 1.86:	0128-K	Science & Technology Fellowship Program	Dated. Discard when expired	
• C 1.88:	0128-L	National Trade Data Bank	Keep March issue for each year plus current year to date	

MINORITY BUSINESS DEVELOPMENT AGENCY

• C 1.108:	0231-B-04	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 1.108/2:	0231-B-04	Franchise Opportunities Handbook	Keep latest edition	R

CENSUS BUREAU

• C 3.2:	0146	General Publications (various titles)	Discard if revised	
C 3.6/2:	0146-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
• C 3.24/8:	0135	Census of Manufactures. Preliminary Report. Industry Series	Superseded by: Census of Manufactures. Industry Series (C 3.24/4:)	
C 3.133:	0147-C	Current Business Reports: Monthly Wholesale Trade, Sales and Inventories	Monthly issues superseded by Current Business Reports. Combined Annual and Revised Monthly Wholesale Trade (C 3.133/4:)	
C 3.138/3:	0147-B	Current Business Reports. BR, Monthly Retail Trade, Sales and Inventories	Monthly issues superseded by Current Business Reports. Combined Annual and Revised Monthly Retail Trade (C 3.138/3-7:)	
C 3.145/5:	0148-A	Census of Governments. Preliminary Reports	Superseded by Census of Governments (C 3.145/4:)	
C 3.150:	0148	U.S. Foreign Trade Schedules. (e.g., Schedule B, Statistical Classification of Domestic and Foreign Commodities Exported from the United States)	Looseleaf. Discard pages if revised. Keep latest edition	
C 3.158:	0142-A	Current Industrial Reports	Monthlies superseded by annuals (which may have less detail)	
C 3.163/3:	0138	Census Catalog and Guide	Keep Bureau of the Census Catalog of Publications: 1790-1972 (C 56.222/2:790-972); keep Bureau of the Census Catalog annuals for 1973-1979 and the 1994 edition of Census Catalog and Guide. To avoid loss of even minor data, keep all annuals, otherwise, follow superseding notes in later editions	
C 3.163/7:	0138-A-02	Monthly Product Announcements	Keep current year plus previous year. Information appears later in Census Catalog and Guide (C 3.163/3:)	
C 3.186:	0142-C	Current Population Reports	Any report with a time span encompassed by a later edition is superseded	R
• C 3.205/8:	0146-F-02	Statistical Brief (various titles)	Keep current year plus previous year	R
• C 3.205/9:	0146-F-03	International Brief (various titles)	Any report with a time span encompassed by a later edition is superseded	

SuDocs	Item	Title	Retention	Regional
C 3.216/3:	0158	Census of Mineral Industries: Preliminary Reports	Superseded by Census of Mineral Industries (C 3.216:)	
C 3.238/5:	0148-C	Telephone Contacts for Data Users	Keep latest edition	
C 3.245/6:	0133-D-02	Census of Construction Industries: Preliminary Industry Statistics	Superseded by Census of Construction Industries (C 3.245/3:)	
C 3.252:	0131-F	Factfinder for the Nation	Keep latest edition of each numbered guide	R
C 3.270:	0144-A-20	Posters publicizing 1990 Census, or other past events	Dated. Discard when expired	
• C 3.272:	0146-M	Forms	Discard if revised or expired	
• C 3.277:	0154-C	Agriculture Censuses (CD-ROM)	Discard if revised or reissued	
C 3.277:	0154-C	Economic Censuses (CD-ROM)	Keep the latest issues of each volume for each Economic Census (e.g., keep latest lettered release of v. 1 and 2 of the 1992 Economic Census). Different numbered volumes do not supersede one another (e.g., v. 4 does not supersede v. 1-F).	
C 3.278: C 3.278/2: C 3.278/3:	0154-D	U.S. Exports of Merchandise; U.S. Exports History; U.S. Imports of Merchandise; U.S. Imports History (CD-ROM)	For annual and year to date totals, keep latest month of each title and December issues of both U.S. Imports and U.S. Exports for each year not cumulated in a History CD-ROM. To retain monthly data, keep all monthly issues also.	
• C 3.279:	0154-E	TIGER/line 1990	Superseded by corrected data plus software TIGER/line 1992 (C 3.279:)	

NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST)

C 13.2:	0244	General Publications (various titles)	Discard if revised	
C 13.6/2:	0245-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 13.10:	0247	Special Publications	Keep latest edition	R
C 13.11:	0245	Handbooks (series)	Keep latest edition	
C 13.11/2:	0245	NIST Handbook, Specifications, Tolerances, and Other Technical Requirements for Weighing and Measuring Devices	Keep latest edition	
C 13.16:	0247-A-01	Letter Circulars	Keep latest edition	R
C 13.20/2:	0243	Voluntary Product Standards	Keep latest edition	R
C 13.32:	0239	Applied Mathematics Series	Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
C 13.37:	0240-A-01	NIST List of Publications	Keep latest edition	
C 13.44:	0245	Monographs	Keep latest edition	
C 13.46:	0249-A	Technical Notes	Keep latest edition	R
C 13.48/4:	0248-B	Standard Reference Materials (series)	Keep latest edition	
C 13.48/4-2:	0248-B	NIST Standard Reference Materials Price List	Keep latest edition	
• C 13.48/4-3:	0248-B	Standard Reference Materials Update	Superseded by C 13.48/4-2:	
C 13.52:	0248-D	Federal Information Processing Standards Publications	Keep latest edition	R
C 13.58:	0247-D	NISTIR (series)	Keep latest edition	R
• C 13.58/5:	0247-D	NIST Serial Holdings	Keep latest edition	
• C 13.58/7:	0247-D	Directory of NVLAP Accredited Laboratories	Keep latest edition	R
C 13.65:	0246-F	Postdoctoral Research Fellowships	Keep latest edition	
C 13.65/2:	0246-F	Engineering Postdoctoral Research Associateship Program	Keep latest edition	
C 13.66:	0244-B	Weights and Measures Directory	Keep latest edition	
C 13.66/3:	0244-B	Directory of Associate Members, National Conference on Weights and Measures	Keep latest edition	
• C 13.69:	0244-C-01	Directories	Keep latest edition	
C 13.69/3:	0244-C	Directory of DOC Staff Memberships on Outside Standards Committees	Keep latest edition	
• C 13.70/2:	0244-F-01	National Measurement Laboratory, News Features	Keep current year plus previous year	R

PATENT AND TRADEMARK OFFICE

• C 21.2:	0254	General Publications (various titles)	Discard if revised or expired	
C 21.2: P 27/18	0254	Basic Facts about Patents	Keep latest edition	
C 21.2:T 67/4/	0254	Basic Facts about Trademarks	Keep latest edition	
C 21.3/2:	0252-A	List of Patent Classification Definitions	Keep latest edition	
C 21.3/3:	0252-A-01	Reclassification Orders	Superseded by C 21.12:	
• C 21.5/4 A:	0260	Patent & Trademark Office Notices (weekly)	If library selects C 21.5: (item 0260-A or 0260-B) and C 21.5/4: (item 0260-C or 0260-D), these reprints may be discarded immediately. Otherwise, they must be retained until the annual cumulation (C 21.5/4-2:) is received.	
C 21.5/5:	0260	Consolidated Listing of Official Gazette Notices ...	Keep latest cumulative edition	

SuDocs	Item	Title	Retention	Regional
C 21.7:	0261	Patent Laws	Keep latest compiled edition	
C 21.9/2:	0262-A	Attorneys and Agents Registered to Practice Before U.S. Patent Office	Keep latest edition	
C 21.12:	0258	Manual of Classification	Discard pages if revised. Keep latest compiled edition	
C 21.12/2:	0257	Index to the U.S. Patent Classification	Keep latest edition	
C 21.14/2:	0254-A	Handbooks, Manuals, Guides (various titles)	Keep latest edition	
C 21.15:	0259	Manual of Patent Examining Procedures	Keep latest edition	
C 21.26:	0256-A-01	General Information Concerning Trademarks	Keep latest edition	
C 21.26/2:	0256-A-02	General Information Concerning Patents	Keep latest edition	
• C 21.28:	0254-B	Directories	Keep latest edition	
• C 21.30:	0254-B-01	Products & Services Catalog	Keep latest edition	
ECONOMIC DEVELOPMENT ADMINISTRATION				
• C 46.2:	0130-D	General Publications (various titles)	Discard if revised	
• C 46.5:	0130-T	Laws	Keep latest edition	R
C 46.6:	0130-C-01	Regulations, Rules, Instructions (various titles)	Keep latest edition	R
• C 46.8:	0130-C	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 46.25:	0130-J	Qualified Areas Under Public Works and Economic Development Act of 1965	Keep latest edition	R
C 46.25/3:	0130-J	Designated Redevelopment Areas Under the Public Works and Economic Development Act of 1965	Keep latest edition	R
• C 46.30:	0130-R	Environmental Impact Statements	Keep finals	
UNITED STATES TRAVEL AND TOURISM ADMINISTRATION				
• C 47.2:	0271-A-01	General Publications (various titles)	Discard if revised	
• C 47.20:	0271-B-09	Marketing U.S. Tourism Abroad	Keep latest edition, may keep all for statistics	R
NATIONAL TECHNICAL INFORMATION SERVICE (NTIS)				
• C 51.2:	0271	General Publications (various titles)	Discard if revised	
• C 51.8:	0188-A-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• C 51.11:	0188-A-01	Bibliographies and Lists of Publications	Keep latest edition	R
• C 51.11/4:	0188-A-05	General Catalog of Information Services	Keep latest edition	R
C 51.11/8:	0188-A-01	NTIS Products and Services Catalog	Keep latest edition	
C 51.13:	0188-A-04	NTISearch	Keep latest edition	
• C 51.13/2-2:	0188-A-04	NTIS Published Search Mini Catalog	Superseded by C 51.13:	
C 51.14:	0188-A-12	Newsline (NTIS)	Keep current year plus previous year	R

SuDocs	Item	Title	Retention	Regional
• C 51.16/2:	0188-A-10	Catalog of Government Inventions Available for Licensing	Keep latest edition	R
• C 51.19:	0188-A-14	Directories	Keep latest edition	
C 51.19/2-2:	0188-A-14	Directory of Federal Laboratory and Technology Resources	Keep latest edition	
• C 51.19/4:	0188-A-14	Directory of U.S. Government Datafiles for Mainframes & Microcomputers	Keep latest edition	R
• C 51.19/5:	0188-A-16	Directory of U.S. Government Software for Mainframes & Microcomputers	Keep latest edition	R
• C 51.20:	0188-A-04	U.S. Government Environmental Datafiles & Software	Keep latest edition	R
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION				
• C 55.2:	0250-E-02	General Publications (various titles)	Discard if revised	
C 55.6:	0250-E-06	Regulations, Rules, Instructions (various titles)	Keep latest edition	
C 55.8:	0250-E-15	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 55.8/3:	0250-E-15	NOAA Manuals	Keep latest edition	R
C 55.12:	0250-E	Federal Coordinator for Meteorological Services and Supporting Research	Keep latest edition	R
C 55.15:	0250-E-03	NOAA Program Plans	Keep latest edition	R
• C 55.26:	0250-E-11	Bibliographies and Lists of Publications	Keep latest edition	R
C 55.47:	0250-E-29	Transmittals (NOAA Washington Area Personnel Locator)	Keep latest editions	
C 55.48:	0250-E-30	Directories (various titles)	Keep latest edition	
C 55.48/2:	0250-E-29	NOAA Organization Directory	Keep latest edition	
NATIONAL WEATHER SERVICE				
• C 55.102:	0275	General Publications (various titles)	Discard if revised	
C 55.106:	0278-A	Regulations, Rules, Instructions (various titles)	Keep latest edition	R
C 55.108:	0275-E	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 55.108/2:	0275-E	Weather Service Observing Handbooks	Keep latest edition	
C 55.108/3:	0275-E	Forecasters Handbooks	Keep latest edition	
C 55.108/4:	0275-G	National Weather Service Communications Handbook	Keep latest edition	
C 55.111:	0278-B	Operations of National Weather Service	Keep latest edition	R
C 55.127:	0275-K	Aware	Keep current year plus previous year	R
NATIONAL ENVIRONMENTAL SATELLITE, DATA, AND INFORMATION SERVICE				
• C 55.202:	0273-D-01	General Publications (various titles)	Discard if revised	
• C 55.208:	0273-D-06	Handbooks, Manuals, Guides (various titles)	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
C 55.214/2: to /47	0277-A-01 through 0277-A-50	Climatological Data	Monthly issues superseded by annual NOTE: Annual does not contain all the detailed data from monthlies	R
C 55.216: to /44:	0274-A-01 through 0274-A-53	Hourly Precipitation Data	Monthly issues superseded by annual (NOTE: Annual does not contain all data from monthlies)	R
C 55.219:	0275-C	Key to Meteorological Records Documentation	Keep latest edition	
C 55.219/2:	0275-C	Key to Geophysical Records Documentation	Keep latest edition	
C 55.219/3:	0275-C	Key to Oceanographic Records Documentation	Keep latest edition	
C 55.220/3:	0834-N-02	World Data Center A, Oceanography: Oceanographic Data Exchange	Semiannual superseded by annual	
C 55.239:	0273-D-24	Data Announcement	Keep latest edition	
NATIONAL CLIMATIC DATA CENTER				
C 55.281:	0274-A	National Climatic Center: Publications	Discard if revised	
• C 55.281/2-4:	0274-F-02	Cooperative Summary of the Day (CD-ROM)	Keep base set (21 vols.) and annual updates until consolidated base set is produced	
C 55.286/6: to /53:	0274-E-01 through 0274-E-50	Local Climatological Data	Monthly issues superseded by annual (NOTE: Annual does not contain all the detailed data from monthly issues.)	R
NATIONAL OCEANOGRAPHIC DATA CENTER				
• C 55.292:	0192-B-01	General Publications (various titles)	Discard if revised	
C 55.298:	0192-B-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
NATIONAL MARINE FISHERIES SERVICE				
• C 55.302:	0609-C-01	General Publications (various titles)	Discard if revised	
C 55.306:	0609-C-05	Regulations, Rules, Instructions (various titles)	Keep latest edition	
• C 55.308:	0609-C-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 55.309/2:	0610-A	Current Fisheries Statistics	Monthly issues superseded by annual	
C 55.337/2:	0609-C-08	Seafood Dealers of the Southwest	Keep latest edition	
C 55.338:	0609-C-09	Approved List, Sanitary Inspected Fish Establishments	Keep latest edition	
NATIONAL OCEAN SERVICE				
C 55.408:	0192-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• C 55.409/2:	0191-B-07	Dates of Latest Editions, Nautical Charts and Miscellaneous Maps	Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
• C 55.411:	0192-A-01	U.S. Terminal Procedures	Keep latest edition	R
• C 55.411/3:	0192-A-02	Airport Obstruction Charts (OC) Obstruction Data Sheets (ODS)	Keep latest edition	R
• C 55.411/3-2:	0192-A-02	Dates of Latest Editions, Airport Obstruction Data Sheets	Keep latest edition	R
• C 55.413:	0207-A-01	Bibliographies and Lists of Publications	Keep latest edition	R
• C 55.416:	0192-A-03	Supplement Alaska	Keep latest edition	
• C 55.416/2:	0192-A-04	Airport/Facility Directory	Keep latest edition	
• C 55.416/3:	0192-A-05	Standard Terminal (STAR) Charts	Keep latest edition	
• C 55.416/4:	0192-A-06	Alaska Terminal Charts	Keep latest edition	
• C 55.416/5:	0192-A-07	Standard Instrument Departure (SID) Charts, Eastern U.S.	Keep latest edition	
• C 55.416/6:	0192-A-07	Standard Instrument Departure (SID) Charts, Western U.S.	Keep latest edition	
• C 55.416/7:	0192-A-08	IFR Wall Planning Chart-East	Keep latest edition	
• C 55.416/7-1:	0192-A-08	IFR Wall Planning Chart-West	Keep latest edition	
• C 55.416/7-2:	0192-A-08	Flight Case Planning Chart	Keep latest edition	
• C 55.416/8:	0192-A-09	North Atlantic Route Chart	Keep latest edition	
• C 55.416/9:	0192-A-10	North Pacific Oceanic Route Chart (Scale 1:12,000,000)	Keep latest edition	
• C 55.416/9-2:	0192-A-10	North Pacific Oceanic Route Chart (Scale 1:7,000,000)	Keep latest edition	
• C 55.416/10:	0192-A-11	Sectional Aeronautical Chart (Scale 1:5,000,000)	Keep latest edition	
• C 55.416/11:	0192-A-12	Terminal Area Charts (VFR) (Scale 1:250,000)	Keep latest edition	
• C 55.416/12:	0192-A-13	US Gulf Coast VFR Aeronautical Chart (Scale 1:1,000,000)	Keep latest edition	
• C 55.416/12-2:	0192-A-14	Los Angeles Helicopter Route Chart (Scale 1:125,000)	Keep latest edition	
• C 55.416/12-3:	0192-A-14	New York Helicopter Route Chart (Scale 1:125,000)	Keep latest edition	
• C 55.416/12-4:	0192-A-14	Baltimore-Washington Helicopter Route Chart (Scale 1:125,000)	Keep latest edition	
• C 55.416/12-5:	0192-A-14	Chicago Helicopter Route Chart (Scale 1:125,000)	Keep latest edition	
• C 55.416/12-6:	0192-A-13	Grand Canyon VRF Aeronautical Chart	Keep latest edition	
• C 55.416/12-7:	0192-A-23	Boston Helicopter Route Chart (Scale 1:125,000)	Keep latest edition	
• C 55.416/13:	0192-A-15	World Aeronautical Charts (Scale 1:1,000,000)	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• C 55.416/14:	0192-A-16	IFR Enroute Low Altitude Charts (U.S.)	Keep latest edition	
• C 55.416/15:	0192-A-17	Enroute Low Altitude Charts (Alaska)	Keep latest edition	
• C 55.416/15-2:	0192-A-18	IFR Area Charts (U.S.)	Keep latest edition	
• C 55.416/16:	0192-A-19	Enroute High Altitude Charts (U.S.)	Keep latest edition	
• C 55.418:1/	0191-B-01	Nautical Chart Catalog 1, United States, Atlantic and Gulf Coasts	Keep latest edition	
• C 55.418:2/	0191-B-02	Nautical Chart Catalog 2, United States, Pacific Coast	Keep latest edition	
• C 55.418:3/	0191-B-03	Nautical Chart Catalog 3, United States, Alaska	Keep latest edition	
• C 55.418:4/	0191-B-04	Nautical Chart Catalog 4, United States, Great Lakes	Keep latest edition	
• C 55.418:5/	0191-B-18	Bathymetric Mapping Products Catalog 5, United States Bathymetric and Fishing Maps	Keep latest edition	
• C 55.418:6/	0191-B-19	Guide to NOAA Nautical Charts & Services Catalog 6	Keep latest edition	
• C 55.418:2:	0191-B-06	Aeronautical Charts & Selected Publications	Keep latest edition	
• C 55.418:7:	0191-B-13	Charts (listed in) Charts and Publications, Catalog 1, United States Atlantic & Gulf Coasts	Keep latest edition	
• C 55.418:7:	0191-B-14	Charts (listed in) Charts and Publications, Catalog 2, United States Pacific Coast	Keep latest edition	
• C 55.418:7:	0191-B-15	Charts (listed in) Charts and Publications, Catalog 3, United States Alaska	Keep latest edition	
• C 55.418:7:	0191-B-16	Charts (listed in) Charts and Publications, Catalog 4, United States Great Lakes	Keep latest edition	
• C 55.418:7:	0191-B-17	Maps (listed in) Bathymetric Mapping Products, Catalog 5, United States Bathymetric and Fishing Maps	Keep latest edition	
C 55.420:	0338	Great Lakes Pilot	Keep latest edition	
• C 55.421/5:	0199-A-01	Tide and Tidal Current Tables (CD-ROM)	Keep latest edition	R
C 55.422:1/ to 9/	0201 through 0204, 0206, 0207-A-03	U.S. Coast Pilots	Keep latest edition	
• C 55.425/3:	0190	Regional Tide and Tidal Current Tables...	Keep latest edition	R
• C 55.440:1/	0378-E-11	Nautical Charts and Publications, Region 1, United States and Canada	Keep latest edition	R
• C 55.440:2/	0378-E-11	Nautical Charts and Publications, Region 2, Central and South America, and Antarctica	Keep latest edition	R
• C 55.440:3/	0378-E-11	Nautical Charts and Publications, Region 3, Western Europe, Iceland, Greenland, and the Arctic	Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
• C 55.440:4/	0378-E-11	Nautical Charts and Publications, Region 4, Scandinavia, Baltic, and the Former Soviet Union	Keep latest edition	R
• C 55.440:5/	0378-E-11	Nautical Charts and Publications, Region 5, Western Africa and the Mediterranean	Keep latest edition	R
• C 55.440:6/	0378-E-11	Nautical Charts and Publications, Region 6, Indian Ocean	Keep latest edition	R
• C 55.440:7/	0378-E-11	Nautical Charts and Publications, Region 7, Australia, Indonesia, and New Zealand	Keep latest edition	R
• C 55.440:8/	0378-E-11	Nautical Charts and Publications, Region 8, Oceania	Keep latest edition	R
• C 55.440:9/	0378-E-11	Nautical Charts and Publications, Region 9, East Asia	Keep latest edition	R
ENVIRONMENTAL RESEARCH LABORATORIES				
• C 55.602:	0207-C-01	General Publications (various titles)	Discard if revised	
C 55.608:	0207-C-04	Handbooks, Manuals, Guides (various titles)	Keep latest edition	
• C 55.616:	0207-C-06	Bibliographies and Lists of Publications	Keep latest edition	R
EXPORT DEVELOPMENT BUREAU				
• C 57.108:	0231-E	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• C 57.121:	0231-A	Directories	Keep latest edition	
ECONOMIC ANALYSIS BUREAU				
• C 59.2:	0130-D-01	General Publications (various titles)	Discard if revised	
• C 59.8:	0130-D-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 59.15:	0142-H	Maps	Keep latest edition	R
• C 59.18:	0130-D-04	Local Area Personal Income	Keep latest cumulative edition	R
C 59.20:	0130-D-07	Foreign Direct Investment in the U.S.	Preliminary versions superseded by revised editions	
C 59.20/2:	0130-D-06	U.S. Direct Investment Abroad	Preliminary versions superseded by revised edition	
C 59.23:	0130-D-10	Forms	Keep latest edition	
• C 59.24:	0130-U	Regional Economic Information System (REIS)	Keep latest edition	R
NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION				
C 60.8:	0126-E-02	Handbooks, manuals, guides (various titles)	Discard if revised	
INTERNATIONAL TRADE ADMINISTRATION				
• C 61.2:	0231-B-01	General Publications (various titles)	Discard if revised	
C 61.8:	0231-B-05	Handbooks, Manuals, Guides (various titles)	Discard if revised	
C 61.23:	0211	Export Administration Regulations	Keep latest edition	
• C 61.23/A:	0211	Export Administration Regulations (separates)	Superseded by C 61.23:	R

SuDocs	Item	Title	Retention	Regional
• C 61.32:	0231-B-16	Directory of Employees...	Keep latest edition	
FEDERAL COMMUNICATIONS COMMISSION				
CC 1.2/10:	0285-C	Directory of Field Contacts for the Coordination of the Use of Radio Frequencies	Keep latest edition	
CC 1.5:	0286	Laws	Keep latest cumulative edition	
CC 1.6/1: to CC 1.6/11:	0287	FCC Rules and Regulations, volumes 1-11	Looseleaf. Discard pages if revised	
CC 1.7:	0287	FCC Rules and Regulations (parts)	Keep latest edition	
• CC 1.7/4:	0285-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
CC 1.53:	0283-A	Telephone Directory	Keep latest issue	
CIVIL RIGHTS COMMISSION				
• CR 1.2:	0288-A	General Publications (various titles)	Discard if revised	
CR 1.6/2:	0288-A-02	Handbooks, Manuals, Guides (various titles)	Keep latest edition revised	
CR 1.16:	0288-A-09	Telephone Directory	Keep latest issue	
DEPARTMENT OF DEFENSE				
• D 1.2:	0306	General Publications (various titles)	Discard if revised	
• D 1.6:	0309	Regulations, Rules, Instructions (various titles)	Keep latest edition	
• D 1.6/2:	0306-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• D 1.6/2-2:	0306-A	Dependent School Series (DS) Manuals (various titles)	Keep latest edition	
D 1.6/4:	0306-B-01	Joint Federal Travel Regulations: Vol. 1	Looseleaf. Discard pages if revised. Keep latest consolidated reprint	
D 1.6/5:	0306-C	Joint Federal Travel Regulations: Vol. 2	Looseleaf. Discard pages if revised. Keep latest consolidated reprint	
D 1.6/7:	0310-N	Engineered Performance Standards for Real Property Maintenance Activities	Keep latest edition	
• D 1.6/8-2:	0306-E	DOD Directive	Keep latest edition	
D 1.6/10:	0310-E	DCAA Regulations	Keep latest edition	
D 1.6/11:	0303	Federal Acquisition Regulation (FAR)	Keep latest edition	
D 1.6/11-2:	0303	Federal Acquisition Circular	Keep until replaced by D 1.6/11:	
D 1.6/12:	0310-E-19	DOD Directory of Contract Administration Services Components	Keep one year	
• D 1.7/1:	0304-H-02	DOD Telephone Directory on CD-ROM	Keep latest issue	
• D 1.7/2:	0304-H-04	MAPAD System	Keep latest edition	
D 1.13:	0303	Armed Services Procurement Regulations	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
D 1.13/2:	0304	Armed Services Procurement Regulations: Revisions	Keep until new edition of D 1.13: is received	
D 1.13/2-2:	0304	Armed Services Procurement Regulations: Supplement	Keep until incorporated into D 1.13:	
D 1.13/3:	0304	Defense Acquisition Circular	Looseleaf. Discard pages if revised	
D 1.15:	0349	Manual for Courts Martial	Looseleaf. Discard pages if revised. Keep latest edition	R
D 1.33:	0304-D	Bibliographies and List of Publications	Keep latest edition	
D 1.33/4:	0304-D	Catalog of DIOR Reports, Dept. of Defense	Keep latest issue	R
D 1.33/5-2:	0304-D	Index of DCAA Memorandums for Regional Directors	Keep latest issue	R
• D 1.41/2:	0304-G-01	Futures for the Class of...	Keep latest issue	
D 1.45:	0310-B	Defense Management Education and Training Catalog	Keep latest edition	
D 1.45/2:	0310-B	ADP Training Catalog	Keep latest edition	
D 1.45/3:	0310-B	DISAM Catalog	Keep latest edition	
D 1.46/2:	0310-E-02	DCAAM Defense Contract Audit Agency Manual	Keep latest edition	
D 1.46/4:	0310-E-01	Directory of DCAA Offices	Keep latest edition	
D 1.51:	0310-F	Military-Civilian Occupational Source Book	Keep latest edition	
D 1.54:	0310-I	Military Compensation Background Papers	Keep latest edition	R
D 1.57/3-3:	0310-E-13	Alphabetical List of DOD Prime Contractors	Keep latest edition	
D 1.57/3-4:	0310-E-13	Alphabetical Summary of Prime Contract Awards	Keep latest edition	
• D 1.57/7:	0310-E-13	Prime Contract Awards in Labor Surplus Areas	Keep annual edition	
• D 1.57/9:	0310-E-18	Companies Participating in the DOD Subcontracting Program	Keep 4th quarter issue of each year	R
• D 1.57/10:	0306-A	Defense Acquisition Management Data System Code Translation Manual	Keep latest edition	R
D 1.59:	0310-L	Defense Information School Catalog	Keep latest edition	
D 1.59/2:	0310-M	Defense System Management College Catalog	Keep latest edition	
D 1.61:	0310-E-08	Military Manpower Statistics	Keep current year plus previous year	
D 1.61/2:	0310-E-06	Civilian Manpower Statistics	Keep current year plus previous year	
• D 1.61/8:	0310-E-24	General Flag Officer Worldwide Roster	Keep latest edition	
D 1.67:	0310-M-01	Bulletin of the School of Medicine Uniformed Services the Health Sciences	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
D 1.67/2:	0310-M-01	Graduate Education Bulletin, Uniformed Services, University of the Health Sciences	Keep latest edition	
D 1.67/3:	0310-M-01	Student Handbook, School of Medicine Uniformed Services University of the Health Sciences	Keep latest edition	
D 1.68:	0306-F	Overseas Employment Opportunities for Educators	Keep latest edition	
D 1.69/2:	0306-A-12	Information Systems Security Products and Services Catalog	Keep latest edition	
D 1.76:	0314-G	Index of Specifications and Standards	Keep latest edition	
D 1.78:	0303-A	Consolidated Federal Supply Catalog	Keep latest edition	
D 1.87:	0306-A-21	MILSTRIP (Military Standards Requisitioning and Issue Procedures)	Keep latest edition	
D 1.87/2:	0306-A-21	MILSTRIP Routing and Identifier and Distribution Codes	Keep latest edition	
D 1.87/3:	0306-A-21	MILSTRIP-Defense Program for Redistribution of Assets (DEPRA) Procedures	Keep latest edition	
AMERICAN FORCES INFORMATION SERVICE				
• D 2.2:	0313	General Publications (various titles)	Discard if revised	
• D 2.8:	0312-E	Handbooks Manuals, Guides (various titles)	Discard if revised	
D 2.14:	0312-A	DOD Pamphlets	Keep latest issue	R
D 2.15/4:	0312-B-01	Defense Issues	Keep current year plus previous year	
D 2.18:	0312-D	Civilian Health and Medical Programs of Uniformed Services (CHAMPUS FS) Series	Keep latest edition	
D 2.19:	0424-B-01	Current News, Early Bird	Keep current year plus previous year	
D 2.19/2:	0424-B-02	Radio-TV Defense Dialog	Keep current year plus previous year	
D 2.19/3:	0424-B-04	Current News, Supplemental Clips	Keep current year plus previous year	
D 2.19/4:	0424-B-05	Current News, Special Edition and Special Edition, Selected Statements	Keep current year plus previous year	
D 2.19/8:	0304-D-01	The Friday Review	Keep current year plus previous year	
JOINT CHIEFS OF STAFF				
• D 5.2:	0315	General Publications (various titles)	Discard if revised	
• D 5.12/3:	0315-C-04	DOD Dictionary of Military and Associated Terms (CD-ROM)	Keep latest issue	R
• D 5.21:	0315-C-03	Joint Electronic Library (CD-ROM)	Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
DEFENSE INFORMATION SYSTEMS AGENCY				
D 5.109:	0315-D-01	National Military Command System Information Processing System 360	Keep latest edition	
DEFENSE INTELLIGENCE AGENCY				
• D 5.202:	0315-F-01	General Publications (various titles)	Discard if revised	
• D 5.206/2:	0315-F-06	DIA Regulations (series)	Keep latest edition	R
D 5.210:	0315-F-03	Academic Catalog	Keep latest edition	
D 5.211/2:	0315-F-07	Bibliographies and Lists of Publications	Discard if revised	
DEFENSE MAPPING AGENCY				
• D 5.302:	0379-A-10	General Publications (various titles)	Discard if revised	
D 5.315:	0379-A	Notice to Mariners	Keep latest issue	
D 5.315/2:	0379-A	Summary of Chart Corrections	Keep latest edition	
D 5.317/2:	0378-D	Hydrographic/Topographic Center Publications	Keep latest edition	
D 5.317/3:	0378-E	---Sailing Directions	Keep latest edition	
D 5.317/4:	0378-F	---Loran Tables	Keep latest edition	
D 5.317/5:	0378-G	---Omega tables	Keep latest edition	
D 5.319:	0617	Gazetteers	Keep latest edition	
D 5.351/3:	0378-E-06	Public Sale Catalog-Topographic Maps and Publications	Keep latest edition	
D 5.351/3-2:	0378-E-08	DMA Aeronautical Charts and Publications Available for Sale from NOAA	Keep latest edition	
• D 5.353:	0378-E-37	Maps, Charts and Atlases (various)	Keep latest edition of each title	R
D 5.354:	0378-E-01	ONC-- Operational Navigation Charts	Keep latest revision	
D 5.354:	0378-E-02	JNC---Jet Navigation Charts	Keep latest revision	
D 5.354:	0378-E-03	GNC---Global Navigation and Planning Charts	Keep latest revision	
D 5.354:	0378-E-05	TPC---Tactical Pilotage Charts	Keep latest revision	
D 5.355:	0378-E-04	Series 1105-Area Outline Maps	Keep latest revision	
D 5.355:	0378-E-09	Series 1308-Middle East Briefing Map	Keep latest revision	
D 5.355:	0378-E-10	Series 5211-Arabian Peninsula	Keep latest revision	
D 5.355:	0378-F-04	Series 2201-Africa	Keep latest revision	
D 5.355:	0378-F-07	Series 5213-Southeast Asia Briefing Map	Keep latest revision	
D 5.356:	0378-E-21 to 34	Charts (listed in) Catalog of Maps...(Geographic Region)	Keep latest revision	
• D 5.359:	0379-A-12	Navigator	Keep current year plus previous year	R

SuDocs	Item	Title	Retention	Regional
NATIONAL DEFENSE UNIVERSITY				
• D 5.402:	0378-H-01	General Publications (various titles)	Discard if revised	
• D 5.408:ST 9/	0378-H-07	Style Manual	Keep latest edition	R
D 5.408/2:	0378-H-07	Joint Staff Officer's Guide	Keep latest edition	
D 5.411:	0378-H-02	Bibliographies and Lists of Publications	Discard if revised	
D 5.414:	0378-H-06	National Defense University Catalog	Keep latest edition	
D 5.414/2:	0378-H-06	National Defense University, DOD Computer Institute Course Catalog	Keep latest edition	
• D 5.414/3:	0378-H-06	National Defense University, DOD Computer Institute Course Information	Keep latest of each title	R
DEFENSE LOGISTICAL AGENCY				
• D 7.2:	0314-A	General Publications (various titles)	Discard if revised	
• D 7.6:	0314-A	Regulations, Rules, Instructions (various titles)	Keep latest edition	
D 7.6/2-2:	0314-A-01	Handbooks H (series)	Keep latest edition	
D 7.6/3:	0314-A	Manuals M (series)	Keep latest edition	
D 7.6/4:	0314-A	Handbooks, Manuals, Guides	Discard if revised	
D 7.6/4-2:	0314-A-03	Standardization of Work Measurement - DOD 5010.15.1-M	Keep latest edition	
D 7.6/5:	0314-A-06	Defense Logistics Procurement Regulations	Keep latest edition	
D 7.6/6:	0314-A	DLA Regulations	Keep latest edition	
D 7.6/7:	0314-A	DLA Handbooks	Keep latest edition	
• D 7.6/7-2:	0314-A	Defense Fuel Supply Center Handbooks (various titles)	Keep latest edition	
D 7.6/8:	0314-A	DLA Manuals	Keep latest edition	
D 7.6/12:	0314-A-02	DOD Activity Address Directory	Keep latest edition	
D 7.6/13:	0314-A-04	Defense Reutilization and Marketing Service, DRMS-H (series)	Keep latest edition	
D 7.6/14:	0314-A-05	Defense Administrative Support Center Handbooks	Keep latest edition	
• D 7.6/19:	0314-A	Defense Integrated Data System DIDS Procedures Manual	Looseleaf. Keep latest edition of each volume	
• D 7.6/20:	0314-A-13	Customer Assistance Handbook	Keep latest edition	
• D 7.9/2:	0314-A-08	Federal Supply Catalog...	Keep latest edition	
D 7.10:	0314-J	Military Standards	Keep latest edition	
D 7.11/2:	0314-A	Register of Planned Emergency Producers	Keep latest edition	
D 7.33/2:	0314-A-14	Federal Catalog System, Training Course Catalog	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
D 7.38:	0314-A-15	Food Service Equipment Catalog	Keep latest edition	
• D 7.41:	0314-V	DLAPS Publications (CD-ROM)	Keep latest edition	
• D 7.43:	0314-A-18	Log Lines	Keep latest year	
DEFENSE TECHNICAL INFORMATION CENTER				
• D 10.2:	0314-E	General Publications (various titles)	Discard if revised	
NATIONAL GUARD BUREAU				
• D 12.2:	0356	General Publications (various titles)	Discard if revised	
D 12.6:	0358	Regulations	Keep latest edition	
D 12.8:	0358	Pamphlets	Keep latest edition	
D 12.8/2:	0358	Technician Personnel Pamphlets	Keep latest edition	
D 12.9/2:	0358-A	Air National Guard Register	Keep latest edition	
D 12.10/2:	0358	National Guard Bureau Manual	Keep latest edition	
D 12.11:	0358-B	Air National Guard (series)	Keep current year	
D 12.12:	0358-B-01	Army National Guard (series)	Keep current year	
• D 12.12/2:	0358-B-01	OKARNG Series	Keep current year	
• D 12.16:	0356-A	Education Service Plan WI National Guard	Keep latest edition	
• D 12.17:	0358-B	The National Guard Update (Air)	Keep current year	R
• D 12.17/2:	0358-B-01	The National Guard Update (Army)	Keep current year	R
DEPARTMENT OF THE ARMY				
D 101.6:	0323	Regulations, Rules, Instructions	Keep latest issues	
D 101.6/4:	0327-A	Army Procurement Procedure	Keep latest edition	
• D 101.6/5:	0325-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
D 101.6/7:	0325-B-07	TEC Lesson	Keep latest edition	
D 101.6/11:	0325-B	US Army Pocket Recruiting Guide	Keep latest edition	
D 101.9:	0323	Army Regulations	Keep latest issues	
D 101.9/4:	0323	Headquarters Ft. McCoy Regulations	Keep latest edition	
D 101.9/5:	0323	U.S. Army Recruiting Command USAREC Regulations	Keep latest edition	
D 101.9/6:	0323	First Army Regulations	Discard if revised	
D 101.11:	0329	Technical Manuals (TM Series)	Keep latest editions	
D 101.11/2:	0329	Strategic Communications Command: Technical Manuals	Keep latest edition	
D 101.15:	0322-A	Supply Bulletins (SB Series)	Keep latest issue	
D 101.16:	0322-A	Supply Catalogs (SC Series)	Keep latest issue	

SuDocs	Item	Title	Retention	Regional
D 101.20/2:	0324-A	Army Training and Evaluation Program (ARTEP) Series	Keep latest issue	
D 101.22:	0327-E	Pamphlets (Except Army Lawyer, Military Law Review, and DA-PAM 550 Series)	Keep latest edition	R
D 101.22:	0327-J	Pamphlets (550 Series, Country Studies, etc.)	Keep latest edition	R
D 101.22/3:	0322-A; 0322-A-01 - 07; 0322-B-02; 0325-B; 0327-E, K, M	(Command, Installation, and School Pamphlets)	Keep latest editions	
D 101.22/5:	0322-A	Supply and Maintenance Command (SMC) Pamphlets	Discard if revised	
D 101.22/6:	0327-K	Military Traffic Management Command (MTMC) Pamphlets	Discard if revised	
D 101.22:25-30/	0327-P	Consolidated Index of Army Publications and Blank Forms (DA PAM 25-30) (CD-ROM)	Keep latest edition	
D 101.24:	0324-B	Training Circulars	Keep latest edition	
D 101.25:	0329	Technical Bulletins	Keep latest edition	R
D 101.42/4:	0323-A-01	EurArmy	Keep current year plus previous year	
D 101.43:	0323-A	Army Reserve Magazine	Keep current year plus previous year	
D 101.43/2:	0323-A	RPI (series)	Keep latest editions	
D 101.47/3: to /8:	0325-C-01,02	(US Army Aviation Center Texts and Student Materials)	Keep latest edition	
D 101.48:	0327-D	ROTC Manuals	Keep latest editions	
D 101.60/7:	0329-B	ARI Newsletter	Keep current year plus previous year	
• D 101.66/3:	0330-F	MTMC Expediter	Keep current year plus previous year	
D 101.94/3:	0325-B-03	Army Management Engineering Training Activity: Course Catalog	Keep latest edition	
D 101.96/3:	0325-B-18	All Points Bulletin Autovon Directory	Keep latest edition	
D 101.99:	0322-P	CONUS Army Installations/Activities by Congressional District	Keep latest edition	
D 101.106/3:	0321-B-01	Recruiter Journal	Keep current year plus previous year	
D 101.118:	0327-E	Officers' Call	Keep current year plus previous year	
D 101.118/2:	0327-E	Commanders' Notes	Keep current year plus previous year	

SuDocs	Item	Title	Retention	Regional
D 101.118/3:	0327-E	NCO Call	Keep current year plus previous year	
D 101.118/4:	0327-E	Soldiers' Scene	Keep current year plus previous year	
D 101.120:	0325-M	Directories	Keep latest edition	
D 101.120/2:	0325-M	Worldwide Public Affairs Offices Directory	Keep latest edition	
• D 101.129/5:	0307-A-06	Army Materiel Command (CD-ROM)	Keep latest edition	
CORPS OF ENGINEERS				
• D 103.2:	0337	General Publications (various titles)	Discard if revised	
D 103.4:	0337-B-02	Circulars (EC Series)	Keep latest edition	
D 103.6/3:	0338-A	Manuals (EM Series)	Keep latest edition	
D 103.6/4:	0341	Engineer Regulations	Keep latest edition	
• D 103.6/5:	0337-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
D 103.8:	0340	Port Series	Keep latest edition	R
D 103.35/1: to /53:	0335-A-01 to 53	Water Resources Development in... (state name)	Keep latest edition (Libraries should retain longer runs of the issues covering their own state or region)	
D 103.66:	0337-B-05	Navigation Charts	Keep latest edition	
D 103.66/7:	0337-B-14	Navigation Conditions for...	Keep latest edition	
D 103.71:	0334-D	Corps of Engineers Officer Directory	Keep latest edition	
PUBLICATIONS RELATING TO ORDNANCE				
• D 105.6/4:	0325-G	U.S. Army Ordnance and Chemical Center and School: Job Aids	Keep latest edition	
QUARTERMASTER GENERAL OF THE ARMY				
D 106.22:	0363-C	Quartermaster School Correspondence Subcourses	Keep latest editions	
MILITARY ACADEMY WEST POINT				
• D 109.2:	0354	General Publications (various titles)	Discard if revised	
D 109.12:	0354-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
MILITARY HISTORY CENTER				
• D 114.2:	0344	General Publications (various titles)	Discard if revised	
D 114.10:	0344-B	Publications of Office, Chief of Military History	Keep latest edition	R
DEPARTMENT OF THE NAVY				
• D 201.2:	0374	General Publications (various titles)	Discard if revised	
D 201.6/10:	0373	Navy Contracting Directives	Keep latest issues	

SuDocs	Item	Title	Retention	Regional
D 201.6/10-2:	0373	Navy Contracting Directives, Supplements	Keep latest editions	
• D 201.6/12:	0370-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
D 201.11:	0372	Navy Regulations	Discard pages if revised	
D 201.25:	0370-C	Navy Family Lifeline	Keep current year plus previous year	
JUDGE ADVOCATE GENERAL (NAVY)				
• D 205.6/2:	0380-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
MEDICINE AND SURGERY BUREAU				
• D 206.6/3:	0385-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
D 206.7/A:	0385-D	US Navy Medicine (separates)	Superseded by D 206.7:	
D 206.8/2:	0385-B	Manual of Medical Department	Keep latest edition	
NAVAL EDUCATION AND TRAINING COMMAND				
• D 207.202:	0404-A-03	General Publications (various titles)	Discard if revised	
D 207.208/2:	0404	(Navy training courses and materials) to /7:	Keep latest editions	
NAVAL MILITARY PERSONNEL COMMAND				
• D 208.2:	0403	General Publications (various titles)	Discard if revised	
D 208.6/2:	0403-A	Navy Military Personnel Command (NAVPERS) Manual	Keep latest edition	
• D 208.6/3:	0403-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
D 208.6/4:	0403-A-01	Port Guides	Keep latest edition	
D 208.12:, /2:	0405	(Registers of Commissioned and Warrant Officers, active, reserve and retired) & /3:	Keep latest edition	
NAVAL ACADEMY (USNA)				
• D 208.102:	0391	General Publications (various titles)	Discard if revised	
D 208.107:	0389	Annual Register	Keep latest edition	
D 208.109:	0390-A	Annapolis, USNA Catalog	Keep latest edition	
NAVAL FACILITIES ENGINEERING COMMAND				
• D 209.14:	0418-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
D 209.14/2:	0418-A	Design Manuals	Keep latest edition	R
NAVAL RESEARCH OFFICE				
• D 210.2:	0407	General Publications (various titles)	Discard if revised	
• D 210.6/2:	0407-F	Handbooks, Manuals, Guides (various titles)	Discard if revised	
NAVAL SEA SYSTEMS COMMAND				
• D 211.2:	0412	General Publications (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
• D 211.6/2:D 64/	0412-B	U.S. Navy Diving Manual	Keep latest revision	R
NAVAL SUPPLY SYSTEMS COMMAND				
• D 212.6/3:	0415-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• D 212.16:	0307-A-01	Hazardous Material Control and Management/ Hazardous Materials Information System (CD- ROM)	Keep latest edition	
NAVAL OBSERVATORY				
• D 213.2:	0397	General Publications (various titles)	Discard if revised	
U.S. MARINE CORPS				
• D 214.2:	0383	General Publications (various titles)	Discard if revised	
D 214.9:	0384	Marine Corps Manual	Looseleaf. Discard pages if revised	
D 214.9/2:	0384	Handbooks, Manuals, Guides (various titles)	Discard if revised	
D 214.9/3:	0384	Technical Manuals	Keep most current of each	
D 214.9/4:	0384	Fleet Marine Force Manuals (FMFM Series)	Keep latest edition	
D 214.11: & 11/3:	0383-D	Officers on Active Duty in the Marine Corps and Officers in the Marine Corps Reserve	Keep latest edition	
D 214.23:	0384-A-06	Continental Marine	Keep current year plus previous year	
D 214.23/2:	0384-A-04	Dixie Digest	Keep current year plus previous year	
D 214.26:	0384-A-05	Crescent City Marine	Keep current year plus previous year	
D 214.28:	0384-A-03	Publications Stocked by the Marine Corps	Keep latest edition	
MILITARY SEALIFT COMMAND				
• D 216.2:	0388-B-02	General Publications (various titles)	Discard if revised	
DEPARTMENT OF THE AIR FORCE				
• D 301.2:	0424	General Publications (various titles)	Discard if revised	
D 301.6:	0425	Air Force Regulations	Keep most current issues	
D 301.6:0-8/	0425	Numerical Index of Specialty Training Standards	Keep latest edition	
D 301.7:	0421	Air Force Manuals	Keep latest edition	
D 301.8:	0422	Citizen Airman	Keep current year plus previous year	
D 301.26/6:	0422-K	Air University Publications	Keep latest edition	R
D 301.26/12:	0421-E-04	AFROTC textbooks	Keep latest edition	
D 301.26/16:	0422-R-01	Air University Catalog	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
D 301.27:	0421	Air Weather Service Manuals	Keep latest edition	
D 301.35:	0421-A	Air Force Pamphlets	Keep latest editions of each	R
D 301.35/3:	0421-A	Air Force System Command Pamphlets AFSCP	Discard if revised	R
D 301.35/6: to /9	0421-A; 0424-F-04	(Installation of Command Pamphlets)	Keep latest edition	
D 301.45:	0422-B	Air Force Systems Command Publications	Keep latest editions	
D 301.45/14- 2:	0421	Air Force Systems Command Regulations	Keep latest edition	
D 301.45/14- 2:0-2/	0421	Numerical Index of AFSC Publications	Keep latest edition	
D 301.45/14- 2:09/	0421	Numerical Index of AFSC Forms	Keep latest edition	
• D 301.62/2:	0424-I	Bibliographies and Lists of Publications	Keep latest edition	R
D 301.72/2:	0421-C-03	Road and Rec	Keep current year plus previous year	
D 301.80/2:	0424-B-18	General Catalog: MAC NCO Academy	Keep latest edition	
D 301.104: to 104/7:	0424-B-16; 19-23	Directories	Keep latest edition	
JUDGE ADVOCATE GENERAL OF THE AIR FORCE				
• D 302.8:	0427-D	Handbooks, Manuals, Guides (various titles)	Discard if revised	
ADMINISTRATIVE SERVICES				
D 303.7:	0421-C-01	Air Force Register	Keep latest edition	
AIR FORCE ACADEMY (USAFA)				
• D 305.2:	0425-A-01	General Publications (various titles)	Discard if revised	
• D 305.6/2:	0425-A-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
D 305.6/3: & 6/4:	0425-A-01	Curriculum Handbook; Academic Majors Handbook	Keep latest edition	
D 305.8:	0425-A	USAFA Catalog	Keep latest edition	
D 305.8/3:	0425-A-11	Instructions to Applicants, Class of...	Keep current year	
D 305.16:	0425-A-02	Contrails	Keep latest edition only	
D 305.16/2:	0425-A-02	Dash One, A Guide to Cadet Training	Keep latest edition	
D 305.20:	0425-A-09	Directories	Keep latest edition	
DEPARTMENT OF ENERGY				
• E 1.2:	0429-A	General Publications (various titles)	Discard if revised	
• E 1.6:	0429-A-09	Regulations, Rules, Instructions	Keep latest issue	R
• E 1.8:	0429-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• E 1.8/3:	0429-D	Study Guides	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
E 1.8/4:	0429-D-01	Guide to the U.S. Department of Energy, Board of Contract Appeals and Contract Adjustment Board	Keep latest edition	
E 1.9:	0429-C	Interdisciplinary Student/Teacher Materials in Energy, the Environment, and the Economy	Discard if revised	
E 1.12:	0429-F	Headquarters DOE Telephone Directory	Keep latest issue	
E 1.12/2:	0429-F-01	Brookhaven National Laboratory Telephone Directory	Keep latest issue	
E 1.12/3:	0429-F	National Telephone Directory	Keep latest issue	
E 1.12/4:	0429-F	Telephone Directory, Rockwell International, Rocky Flats Plant	Keep latest issue	
• E 1.13:	0429-G	Bibliographies and Lists of Publications	Discard if revised	R
• E 1.16:	0429-H	Environment, DOE/EV (series)	Discard if revised	R
• E 1.16/2:	0429-H	Environmental Readiness Documents DOE/ERD (series)	Discard if revised	R
• E 1.19/2:	0429-N	Energy Related Laboratory Equipment Catalog	Keep latest year	
E 1.25:	0429-T-01	Information Publications, DOE/OPA (series)	Discard if revised	
E 1.26:	0429-T-02	Conservation and Solar Applications DOE/CS (series)	Discard if revised	
• E 1.28:	0429-T-04	Contractor Research and Development Reports	Discard if revised	
• E 1.30:	0429-T-07	Resource Applications, RA (series)	Discard if revised	
• E 1.35/2-3:	0429-T-14	Listing of Awardee Names, Active Awards (quarterly)	Discard when annual directory published (E 1.35/2-7:)	R
• E 1.35/2-5:	0429-T-67	Listing of Awardee Names, Inactive Awards	Discard when annual directory published (E 1.35/2-7:)	R
• E 1.35/2-6:	0429-N-03	Listing of Awardee Names, Retired Awards (annual)	Discard when annual directory published (E 1.35/2-7:)	R
• E 1.35/2-7:	0429-N-02	Directory of Awardee Names (annual)	Keep current year plus previous year	R
E 1.38/3:	0429-P-05	Science Activities in Energy	Discard if revised	
E 1.55:	0429-T-31	Energy Information Data Base: Subject Thesaurus	Keep latest edition	
E 1.57:	0429-T-33	Factsheet, EDM-1043 (series)	Discard if revised	
• E 1.81:	0474-C-01	DOE/PE (Policy and Evaluation) (series)	Discard if revised	
• E 1.82:	0474-A-04	DOE/IA (International Affairs) (series)	Discard if revised	
E 1.98:	0429-A-10	NBL Certified Reference Materials Catalog	Keep latest edition and Supplement	R
• E 1.122/2:	0429-A-39	Forecast Contracting and Subcontracting Opportunities	Keep current year plus previous year	

SuDocs	Item	Title	Retention	Regional
FEDERAL ENERGY REGULATORY COMMISSION				
• E 2.2:	0429-V-04	General Publications (various titles)	Discard if revised	
• E 2.6:	0429-V-07	Regulations, Rules, Instructions	Keep latest edition	R
• E 2.8:	0429-L-04	Handbooks, Manuals, Guides (various titles)	Discard if revised	
E 2.12/2:	0429-L-05	Telephone Directory	Keep latest issue	
E 2.17:	0438-C	Federal Energy Guidelines, FERC Reports	Looseleaf. Discard pages if revised. Keep latest edition	
E 2.18:	0438-C-01	Federal Energy Guidelines, Statutes and Regulations	Looseleaf. Discard pages if revised. Keep latest edition	
• E 2.26:	0429-W	Alphabetical List of Projects and Alphabetical List of Owners Projects Licensed, Exempted, and Applications Pending	Keep current year plus previous year	R
ENERGY INFORMATION ADMINISTRATION				
• E 3.2:	0429-T-11	General Publications (various titles)	Discard if revised	
• E 3.8:	0429-T-24	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• E 3.9/2:	0434-C	Monthly Energy Review Database	Keep latest multi-year cumulation, December issue, and current month	
• E 3.11:	0435-E-10	Natural Gas Monthly	Discard when superseded by Natural Gas Annual (E 3.11/2- 2:)	
• E 3.11/5:	0435-J-01	Petroleum Supply Monthly	Discard when superseded by Petroleum Supply Annual (E 3.11/5-5:)	
E 3.11/7-7:	0435-E-27	Coal Data: A Reference, DOE/EIA-0064	Keep latest edition	R
• E 3.11/17-8:	0435-E-18	Electric Power Monthly	Discard when superseded by Electric Power Annual (E 3.11/17-10:)	
• E 3.11/17-13:	0429-X-13	Monthly Power Plant Report	Keep latest multi-year cumulation, December issue, and current month	
• E 3.17/14:	0429-X-14	Monthly Electric Utility Sales	Keep latest multi-year cumulation, December issue, and current month	
• E 3.13/4:	0434-A-20	Petroleum Marketing Monthly	Discard when superseded by Petroleum Marketing Annual (E 3.13/4-2:)	
E 3.27/4:	0429-T-49	EIA Publications, New Releases	Keep current year plus previous year & annual updates	R
• E 3.27/7:	0429-X-18	EIA Directory of Electronic Products	Keep latest issue	R
E 3.33:	0435-E-08	Energy Information Directory	Keep latest issue	

SuDocs	Item	Title	Retention	Regional
• E 3.34/2:	0429-K-04	Oil and Gas Field Code Master List	Keep latest edition	R
• E 3.42/4:	0435-P	State Energy Price Expenditure	Keep latest multi-year cumulation and current issue	
E 3.48:	0429-T-44	Directory of Energy Information Administration Model Abstracts	Keep latest issue	
ECONOMIC REGULATORY ADMINISTRATION				
• E 4.2:	0429-L-01	General Publications (various titles)	Discard if revised	
• E 4.8:	0429-L	Handbooks, Manuals, Guides (various titles)	Discard if revised	
BONNEVILLE POWER ADMINISTRATION				
• E 5.2:	0606-A-01	General Publications (various titles)	Discard if revised	
• E 5.8:	0606-A-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
WESTERN AREA POWER ADMINISTRATION				
• E 6.2:	0430-K-01	General Publications (various titles)	Discard if revised	
• E 6.8:	0430-K-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
SOUTHEASTERN POWER ADMINISTRATION				
• E 8.8:	0430-K-06	Handbooks, Manuals, Guides (various titles)	Discard if revised	
DEPARTMENT OF EDUCATION				
• ED 1.2:	0455-B-02	General Publications (various titles)	Discard if revised	
ED 1.8:	0461-B-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
ED 1.8/2:	0461-B-01	The Student Guide, Five Financial Aid Programs	Keep latest edition	
ED 1.8/3:	0461-B-01	Application Development Guide, Talent Search Program	Keep latest edition	
ED 1.10/2:	0455-B-18	Guide to Department of Education Programs	Keep latest edition	
• ED 1.17:	0455-D	Bibliographies and Lists of Publications	Discard if revised	R
ED 1.17/3:	0455-D	Vocational Instructional Materials Available from Federal Agencies	Keep latest edition	
• ED 1.23:	0461	FIPSE (publications)	Discard if revised	R
ED 1.23/2:	0461	FIPSE, Application for Grants Under the Comprehensive Program	Keep latest edition	
• ED 1.23/3:	0461	FIPSE, Innovative Projects for Student Community Service	Keep latest edition	R
ED 1.23/4:	0461	FIPSE, Lectures Program Information and Application Materials	Keep latest edition	
ED 1.23/5:	0461	FIPSE, Drug Prevention Programs in Higher Education, Information and Application Procedures	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
ED 1.23/7:	0461	FIPSE, Drug Programs in Higher Education, Information and Application Procedures for: The Institution Wide Program Competition	Keep latest edition	
ED 1.23/8:	0461	FIPSE, Drug Prevention Programs in Higher Education, Information and Application Procedures for: The Specific Approaches to Prevention Competition, Invitational Priority; Higher Education Consortia for Drug Prevention	Keep latest edition	
• ED 1.23/9:	0461	FIPSE, Special Focus Competition: College-School Partnership to Improve Learning of Essential Academic Subjects, Kindergarten through College	Keep latest edition	
ED 1.24:	0455-K	Telephone Directory	Keep latest edition	
ED 1.24/2:	0455-D-01	OERI (Office of Educational Research and Improvement) Directory of Computer Tapes	Keep latest edition	
ED 1.29:	0455-A-03	Catalog of Federal Education Assistance Programs	Keep latest edition	R
ED 1.29/2:	0455-A-03	OSEA Program Book	Discard pages if revised. Keep latest edition	
ED 1.30/2:	0461-B-10	Directories	Keep latest edition	
ED 1.30/3:	0461-B-11	The Challenge Network Membership Directory	Keep latest edition	
ED 1.30/4:	0461-B-10	Directory of Services	Keep latest edition	
ED 1.32/2:	0461-B	Higher Education and the Handicapped, Resource Directory	Keep latest edition	R
ED 1.32/4:	0461-B	Handicapped Children's Early Education Program	Keep latest edition	R
• ED 1.33/2:	0461-D-06	Bi-Annual Professional Development Program	Keep latest edition	R
ED 1.34:	0461-B-03	Federal Assistance for Programs Serving the Handicapped	Keep latest edition (This is excerpted from the Catalog of Federal Domestic Assistance PREX 2.20:)	
• ED 1.38:	0455-F	Accredited Postsecondary Institutions and Programs	Keep latest edition	R
ED 1.40/2:	0455-B-05	National Defense and Direct Student Loan Program, Directory of Designated Low-Income Schools for Teacher Cancellation Benefits	Keep latest edition	
ED 1.40/3:	0455-B-04	COL Series	Discard if revised	
ED 1.42:	0455-D	Higher Education Opportunities for Minorities and Women, Annotated Selection	Keep latest edition	R
ED 1.45:	0461-B-01	Counselor's Handbook, a Federal Student Aid Reference	Keep latest edition	R
ED 1.45/2:	0455-B-06	The Pell Grant Formula	Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
• ED 1.45/4:	0461-B-04	Federal Student Financial Aid Handbook	Keep latest edition	R
• ED 1.47:	0455-B-08	Regulations, Rules, Instructions	Discard if revised	R
ED 1.65:	0455-B-12	Numeric List of Educational Institutions	Keep latest edition	
ED 1.66:	0455-B-11	Alphabetic List of Lenders	Keep latest edition	
ED 1.67:	0455-B-11	Numeric List of Lenders	Keep latest edition	
ED 1.68:	0455-B-12	Alphabetic List of Educational Institutions	Keep latest edition	
ED 1.69/2:	0455-B-07	Application Development Guide Upward Bound Program for Program Year	Keep latest edition	
ED 1.72:	0455-B-14	Request for Proposal (series)	Dated. Discard when expired	
ED 1.73:	0455-B-15	Forms	Discard if revised	
ED 1.81:	0455-B-23	The Congressional Methodology	Keep latest edition	
ED 1.82:	0455-B-22	FISAP (Fiscal Operations Report/Application to Participate) Workshop	Keep latest edition	

NATIONAL CENTER FOR EDUCATIONAL STATISTICS

• ED 1.102:	0461-A-01	General Publications (various titles)	Discard if revised	
• ED 1.108:	0461-A-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
ED 1.109/A:	0461-A-12	Condition of Education (separates)	Reprinted from ED 1.109:	
ED 1.111:	0461-A-16	Education Directory: Colleges and Universities	Keep latest edition	R
ED 1.111/2:	0460-B-01	Directory of Public Elementary and Secondary Education Agencies	Keep latest edition	R
ED 1.111/3:	0461-A-16	Education Directory: State Education Agency Officials	Keep latest edition	R
ED 1.111/4:	0461-A-21	Directory of Postsecondary Institutions	Keep latest edition	R
• ED 1.114:	0461-A-17	Bibliographies and Lists of Publications	Discard if revised	R
ED 1.116/2:	0460-A-52	Institutions of Higher Education, Index by State and Congressional District	Keep latest edition	R
ED 1.121/3:	0461-A-15	College Costs, Basic Student Charges, 2-year and 4-year Institutions	Keep latest edition	R
ED 1.127:	0460-B-04	Survey of College Graduates, ED (NCES) Form 2385	Keep latest edition	
ED 1.129:	0461-A-19	Directory of Library Networks and Cooperative Library Organizations	Keep latest edition	
ED 1.130:	0461-A-20	Directories	Keep latest edition	

SPECIAL EDUCATION AND REHABILITATIVE SERVICES OFFICE

• ED 1.202:	0529	General Publications (various titles)	Discard if revised	
• ED 1.208:	0529-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• ED 1.209:	0506-C-05	Bibliographies and Lists of Publications	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
ED 1.209/2:	0506-C-05	Catalog of Captioned General Interest Videos and Films	Keep latest edition	R
ED 1.209/2-2:	0506-C-05	Catalog of Educational Captioned Films/Videos for the Deaf	Keep latest edition	
• ED 1.215:	0529-D-02	NIDRR Program Directory	Keep latest edition	
EDUCATIONAL RESEARCH AND IMPROVEMENT OFFICE				
• ED 1.302:P 94/5	0461-D-05	Programs and Plans of the National Center for Education Statistics	Keep latest edition	
• ED 1.308:	0455-G-04	Handbooks, Manuals, Guides (various titles)	Discard if revised	
ED 1.310/3:	0466-A-01	Thesaurus of ERIC Descriptors.	Keep latest edition	R
• ED 1.317:	0455-G-06	Bibliographies and Lists of Publications	Discard if revised	R
• ED 1.317/2:	0455-G-06	Recent Publications of the Department of Education in ERIC	Appear in ERIC Database. Keep current year plus previous year	
ED 1.321:	0455-G-09	Funding Opportunities at NIE: Grants Competitions and Requests for Proposals in Fiscal Year	Keep latest edition	
ED 1.324:	0461-D-05	Request for Proposal	Dated. Discard when expired	
• ED 1.330:	0461-G	Directories	Keep latest edition	
ELEMENTARY AND SECONDARY EDUCATION OFFICE				
• ED 1.402:	0461-H	General Publications (various titles)	Discard if revised	
• ED 1.408:	0461-B-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• ED 1.410:	0461-H-01	Application for Grants, Formula Grants to Local Educational Agencies	Keep latest edition	R
ENVIRONMENTAL PROTECTION AGENCY				
• EP 1.2:	0431-I-01	General Publications (various titles)	Discard if revised	
EP 1.6:	0431-I-56	Regulations, Rules, Instructions	Discard if revised	
EP 1.8:	0431-K	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• EP 1.8:H 99/	0431-R	Hyperventilate	Keep latest edition	R
EP 1.8/2:	0431-J-07	Assistance Administration Manual	Looseleaf. Discard pages if revised	
EP 1.8/3:	0431-K-01	Development Documents for Effluent Limitations Guidelines and New Source Performance Standards	Discard if revised	R
EP 1.8/4:	0431-K-02	Economic Analysis of Proposed Effluent Guidelines	Discard if revised	R
EP 1.8/4-2:	0431-K-03	Economic Analysis of Pretreatment Standards	Discard if revised	
EP 1.8/4-3:	0431-K-03	Proposed Effluent Guidelines	Discard if revised	
EP 1.8/4-4:	0431-K-08	Industrial Effluent Standards	Discard if revised	

SuDocs	Item	Title	Retention	Regional
EP 1.8/6:	0431-I-50	OAQPS Guidelines Series	Discard if revised	
EP 1.8/8:	0431-I-52	Water Quality Management Guidance	Discard if revised	
EP 1.8/9:	0431-I-70	ORD Extramural Program Guide	Keep latest edition	
EP 1.8/11:	0431-K	Operating Year Guidance	Keep latest edition	
• EP 1.8/13:	0431-K	Access EPA	Keep latest edition	R
EP 1.12:	0431-I-22	Telephone Directory	Keep latest issue	
EP 1.12/3:	0431-I-22	Information Resources Directory	Keep latest edition	
EP 1.17:	0431-I-07	Solid Waste Management Series SW	Discard if revised	R
EP 1.17/5:	0431-I-07	Reusable News	Keep current year plus previous year	
EP 1.21:	0431-I-09	Bibliographies and Lists of Publications	Discard if revised	
EP 1.21/6-2:	0431-I-39	ORD Publications Announcements	Keep latest edition	
EP 1.21/7:	0431-I-39	EPA Report Bibliography, Quarterly Abstract Bulletin	Superseded by EPA Cumulative Bibliography (EP 1.21/7-2:)	
EP 1.21/7-2:	0431-I-39	EPA Cumulative Bibliography	Keep latest edition	
EP 1.23:	0431-I-11	Ecological Research Series	Discard if revised	
EP 1.23/6-2:	0431-J	EPA Research Program Guide	Keep latest edition	
EP 1.31:	0431-I-37	Journal Holdings Report	Keep latest edition	R
EP 1.32:	0431-I-17	EXPRO, Listing of Extramural Projects to be Funded	Keep latest edition	
EP 1.53/2:	0431-I-76	Air Quality Criteria	Discard if revised	
EP 1.56/4:	0431-L-05	State Priority Lists for Construction Grants for Wastewater Treatment Works	Keep latest edition	
EP 1.67/A:	0431-I-66	EPA Journal Reprint	Discard if EP 1.67: has been received	
EP 1.81/2:	0431-K-04	Research Outlook	Keep latest edition	
EP 1.93:	0431-J-01	Environmental Outlook	Keep latest edition	
EP 1.94:	0431-K-09	Biology and Control of Insects and Related Pests	Discard if revised	
EP 1.95:	0431-K-10	Environmental Hotline	Keep latest edition	
EP 1.99:	0431-J-10	Maps and Atlases	Discard if revised	
EP 1.101:	0431-J-06	Forms	Discard if revised	
EP 1.102:	0431-J-13	Directories	Keep latest edition	
EP 1.103:	0431-I-09	OSWER Training Course Catalog	Keep latest edition	
• EP 1.104:V 55	0431-R	Vendor FACTS (diskettes)	Keep latest edition	
• EP 1.104/2:	0431-R-01	EPA DOC (CD-ROM)	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• EP 1.109:	0431-T	Air CHIEF (CD-ROM)	Keep latest edition	
WATER PROGRAMS OPERATIONS OFFICE				
• EP 2.2:	0473-A-01	General Publications (various titles)	Discard if revised	
EP 2.3/3:	0473-A-11	IRC (Instructional Resource Center) Bulletin	Keep latest issue	
EP 2.6:	0473-A-13	Regulations, Rules, Instructions	Discard if revised	
EP 2.8:	0607-C	Handbooks, Manuals, Guides (various titles)	Discard if revised	
EP 2.17:	0473-A-01	Inventory Municipal Waste Facilities, Cooperative State Reports	Keep latest edition	
EP 2.17/2:	0473-A-09	National Water Quality Inventory Report to Congress	Keep latest edition	
EP 2.29:	0473-A-12	Office of Water Operating Guidance and Accountability System	Keep current year	
EP 2.30:	0473-A-14	Innovative and Alternative Technology Projects: A Progress Report	Keep current year	
AIR QUALITY PLANNING STANDARDS OFFICE				
• EP 4.2:	0483-E-01	General Publications (various titles)	Discard if revised	
• EP 4.8:	0483-E-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
EP 4.9:	0483-E	Air Programs Office Publication	Discard if revised	
EP 4.13:	0483-E-06	Air Pollution Training Courses	Keep latest edition	
EP 4.16:	0483-E-07	Progress in Prevention and Control of Air Pollution, Report to Congress	Keep latest edition	
EP 4.17:	0483-E-14	Source Category Survey	Discard if revised	
EP 4.19:	0483-E-09	Review of Standards of Performance for New Stationary Sources	Discard when update for title is received	
EP 4.21:	0483-E-12	APTI (Air Pollution Training Institute)	Keep latest issue	
EP 4.23:	0483-E-17	National Air Toxics Information Clearinghouse Newsletter	Keep current year plus previous year	
• EP 4.24:	0483-E-16	National Air Pollutant Emission Trends	Keep current year	R
EP 4.25:	0483-E	Bibliographies and Lists of Publications	Discard if revised	
• EP 4.26:	0483-E-18	Directories	Keep latest edition	
PREVENTION, PESTICIDE AND TOXIC SUBSTANCES OFFICE				
• EP 5.2:	0473-B-01	General Publications (various titles)	Discard if revised	
EP 5.8:	0473-B-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
EP 5.8/2:	0473-B-02	Apply Pesticides Correctly, Guide for Commercial Applicators	Discard if revised	
EP 5.11:	0473-B-03	EPA Compendium of Registered Pesticides, vol. 1-5	Keep latest edition	
EP 5.12:	0473-B-11	Bibliographies and Lists of Publications	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
EP 5.15/2:	0473-B-07	TSCA Chemical Assessment Series	Discard if revised	
EP 5.15/3:	0473-B-09	TSCA Economic Analysis Series	Discard if revised	
EP 5.17:	0473-B-12	Pesticide Registration Standard	Discard if revised	
EP 5.18:	0473-B-14	Toxic Integration Information Series	Discard if revised	R
EP 5.20:	0473-B-15	Chemical Information Fact Sheets	Discard if revised	
• EP 5.22/2:	0473-H	Toxic Release Inventory (CD-ROM)	Keep latest cumulation	R
• EP 5.22/3:	0473-H-01	Toxic Chemical Release Inventory Reporting Form R Instructions	Keep latest edition	
RADIATION PROGRAMS OFFICE				
• EP 6.2:	0431-I-18	General Publications (various titles)	Discard if revised	
EP 6.8:	0498-C-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
TECHNOLOGY TRANSFER				
• EP 7.2:	0473-C-01	General Publications (various titles)	Discard if revised	
EP 7.8:	0473-C-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
EP 7.8/2:	0473-C-03	Process Design Manual for (various titles)	Discard if revised	
EP 7.9:	0473-C-02	Technology Transfer	Keep current year plus previous year	
WATER REGULATIONS AND STANDARDS OFFICE				
EP 8.8:	0473-F	Handbooks, Manuals, Guides (various titles)	Discard if revised	
FINE ARTS COMMISSION				
FA 1.2:H 62/	0432	The Commission of Fine Arts: A Brief History...	Keep latest edition	
FEDERAL EMERGENCY MANAGEMENT AGENCY				
• FEM 1.2:	0216-A-05	General Publications (various titles)	Discard if revised	
• FEM 1.6:	0216-A-13	Regulations, Rules, Instructions	Discard if revised	R
• FEM 1.8:	0216-A-07	Handbooks, Manuals, Guides (various titles)	Discard if revised	
FEM 1.8/2:	0216-A-11	CPG (series)	Discard if revised	
FEM 1.8/3:	0857-D-10	Handbooks, H (series)	Discard if revised	R
FEM 1.11:	0857-D-05	Leaflet, L (series) (numbered)	Discard if revised	R
FEM 1.13:	0320-B-09	HS (series) (numbered)	Discard if revised	R
• FEM 1.14:	0216-A-06	Telephone Directory	Keep latest issue	R
FEM 1.14/2:	0216-A-20	Directories	Keep latest issue	
FEM 1.17/2:	0216-A-12	Emergency Management Institute, Catalog of Courses	Keep latest issue	
FEM 1.17/3:	0216-A-12	National Fire Academy, Catalog of Resident Courses	Keep latest issue	

SuDocs	Item	Title	Retention	Regional
FEM 1.24:	0216-A-18	Bibliographies and Lists of Publications	Discard if revised	
FEDERAL INSURANCE ADMINISTRATION				
• FEM 1.202:	0439-A-01	General Publications (various titles)	Discard if revised	
• FEM 1.208:	0594-E	Handbooks, Manuals, Guides (various titles)	Discard if revised	
FEM 1.209/1: to /52:	0594-C-01 to 53	Flood Insurance Studies (various areas)	Keep latest issue for each locality	
FEM 1.210/2: to /52:	0594-C-01 to 50	National Flood Insurance Program Community Status Book	Keep latest issue for each state	
FEDERAL MARITIME COMMISSION				
• FMC 1.2:D 62	0432-L-01	Directory of Key Officials. Federal Maritime Commission	Discard if revised	R
FMC 1.6:	0237	Regulations, Rules, Instructions	Discard if revised	
• FMC 1.6:P 88	0237	Rules of Practice and Procedure in Proceedings under the Shipping Act, 1916... and related acts with approved forms: effective January 1, 1975	Discard if revised	R
FEDERAL TRADE COMMISSION				
• FT 1.2:	0535	General Publications (various titles)	Discard if revised	
FT 1.5:	0539-A	Laws	Discard if revised	
FT 1.7:	0538	Rules of Practice	Discard if revised	
• FT 1.8/2:	0537	Handbooks, Manuals, Guides (various titles)	Discard if revised	
GENERAL ACCOUNTING OFFICE				
• GA 1.2:	0545	General Publications (various titles)	Discard if revised	
GA 1.5/A:	0544	Decisions of the Comptroller General of the U.S. (separates)	Monthly issues superseded by bound (GA 1.5:)	
GA 1.6/	0545-G-08	GAO Policy and Procedures Manual for Guidance of Federal Agencies:	See below	
GA 1.6/1:	0545-G-08	--Title 1, General Accounting Office	Looseleaf. Keep latest edition	
GA 1.6/2:	0545-G-08	--Title 2, Accounting	Looseleaf. Keep latest edition	
GA 1.6/3:	0545-G-08	--Title 3, Audit	Looseleaf. Keep latest edition	
GA 1.6/4:	0545-G-08	--Title 4, Claims	Looseleaf. Keep latest edition	
GA 1.6/5:	0545-G-08	--Title 5, Transportation	Looseleaf. Keep latest edition	
GA 1.6/6:	0545-G-08	--Title 6, Pay, Leave, and Allowances	Looseleaf. Keep latest edition	
GA 1.6/7:	0545-G-08	--Title 7, Fiscal Procedures	Looseleaf. Keep latest edition	
GA 1.6/10:	0545-G-08	Introduction, and Table of Contents for Titles 1-8	Looseleaf. Keep latest edition	
GA 1.12/2:	0546-B	Directory of Federal Financial Managers	Keep latest edition	
• GA 1.13/18:	0546-D-02	Status of Open Recommendations	Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
• GA 1.13/18-2:	0546-D-03	Status of Open Recommendations (diskettes)	Keep latest edition	R
GA 1.16:	0545	Bibliographies and Lists of Publications	Discard if revised	
GA 1.16/3:	0546-E	Reports and Testimony	Superseded by GA 1.16/3-3:	
GA 1.19:	0544-B	Audit Standards Supplement Series	Discard if revised	R
GA 1.21:	0545-D	Data Analysis Notes	Discard if revised	R
GA 1.25:	0544-C	Accounting Series	Discard if revised	R
GA 1.27:	0545-G-07	Telephone Directory	Keep latest edition	

GOVERNMENT PRINTING OFFICE SUPERINTENDENT OF DOCUMENTS

• GP 1.2:F 31/	0548	Institute for Federal Printing & Publishing Course Catalog	Dated. Discard when expired	
• GP 1.2:SE 1/	0548	Seals & Other Devices in Use at the GPO	Keep latest edition	
• GP 1.2:SE 4/	0548	U.S. Government Information Best Sellers	Keep latest issue	R
• GP 1.23/4: B 96	0548	How to Do Business With the GPO	Keep latest issue	
• GP 1.23/4: D 44/	0548	Guidelines for the Depository Library System	Superseded by GP 3.29:D 44/993/SUPP.2	R
• GP 1.38:	0548-B	Marketing Moves	Keep latest issue	
GP 1.39:	0556-C	Telephone Directory	Keep latest edition	
• GP 3.2:SU 7	0556-C	Superseded List	Keep latest edition	R
• GP 3.8/7:	0557-C	Monthly Catalog (CD-ROM)	Keep latest issue	
GP 3.9:	0554	U.S. Government Subscriptions	Keep latest issue. Supersedes GP 3.9:36/nos.	
• GP 3.16/3-2:	0556-C	Administrative Notes	Paper superseded by annual microfiche cumulation. Keep current year plus previous year in paper	
• GP 3.16/3-3:	0556-C	Administrative Notes Technical Supplement	Paper superseded by annual microfiche cumulation. Keep current year plus previous year in paper	
GP 3.17/5:	0556-A	U.S. Government Information	Keep latest issue	
GP 3.17/6:	0556-B	New Products	Keep latest issue	
• GP 3.22:B 96/	0552-A-01	U.S. Government Books Especially for Business Professionals	Keep latest issue	R
GP 3.22/2:	0552-A	Subject Bibliographies	Keep latest issue of each number	
GP 3.22/3:	0552-B	Publications Reference File	Keep latest edition & supplement	
• GP 3.22/3: MANUAL/	0552-B	PRF User's Manual	Superseded by GP 3.29:P 96	

SuDocs	Item	Title	Retention	Regional
GP 3.22/3-2:	0552-B	GPO New Sales Publications (supplement to PRF)	Keep latest issue	
GP 3.22/3-3:	0552-B	Exhausted GPO Sales Publications Reference File	Keep latest issue	
• GP 3.22/5:	0552-A	Electronic Information Products Available by Special Order	Keep latest issue	
GP 3.24:	0556-C	List of Classes	Keep latest issue	R
GP 3.24/2:	0556-C	Inactive or Discontinued Items	Keep latest issue	
GP 3.26:D 44/	0556-C	Instructions to Depository Libraries	Keep latest edition	
• GP 3.29:C 28/	0556-C	GPO Cataloging Guidelines	Keep latest edition	R
• GP 3.29:D 44/	0556-C	Federal Depository Library Manual	Keep latest edition and supplements	R
• GP 3.29:P 88/	0556-C	GPO Classification Manual	Keep latest edition	R
• GP 3.29:P 96	0552-C	PRF User's Guide	Keep latest edition	
GP 3.31:	0556-C	Needs and Offers List	Keep latest issue	
GP 3.32/2:	0556-C	GPO Depository Union List of Item Selections	Keep latest issue	
GENERAL SERVICES ADMINISTRATION				
• GS 1.2:C 76	0559	Forecast of GSA Contracting Opportunities	Discard if revised	
• GS 1.2:F 31	0559	Directory of Federal Information Centers	Discard if revised	
• GS 1.2:W 27	0559	Washington, D.C. Federal Buying Directory	Discard if revised	
• GS 1.5:G 29	0560	Basic Laws and Authorities of the General Services Administration	Discard if revised	R
• GS 1.6:T 69	0558-A-05	Federal Travel Regulation: 41 CFR 301-304	Discard pages if revised. Keep latest edition	
GS 1.6/5:	0558-A	Federal Procurement Regulations, FPR Circulars	Looseleaf. Discard pages if revised. Keep latest edition	
GS 1.6/6:	0559-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
GS 1.6/6-2:	0558-A-01	Counseling Guides (numbered)	Discard if revised	
GS 1.6/8-2:	0558-A-05	Federal Travel Regulations, GSA Bulletin A-40	Looseleaf. Discard pages if revised. Keep latest edition	
GS 1.6/8-3:	0558-A-05	Federal Property Management Regulations, FPMR	Discard if revised	
GS 1.6/9:	0559-D	GSA Handbook (numbered)	Discard if revised	
• GS 1.6/10:	0559-K	Federal Acquisition Regulation	Keep latest edition. Superseded by information contained in GS 12.15/2: (CD-ROM)	
GS 1.15:	0559-A	Summary Report on Real Property Owned by U.S. Throughout the World	Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
GS 1.15/2:	0559-A	Inventory Report of Real Property Leased By the U.S. Throughout the World	Keep latest edition	R
GS 1.15/4:	0559-A	Detailed Listing of Real Property Owned by the U.S. & Used by the Civil Agencies Throughout the World	Keep latest edition	R
GS 1.15/4-2:	0559-A	Detailed Listing of Real Property Owned by the U.S. & Used by the Department of Defense for Military Functions Throughout the World	Keep latest edition	R
GS 1.15/5:	0559-A-01	U.S. Real Property Sales List	Keep latest edition	R
GS 1.26:	0559-E	GSA Training Center Interagency Catalog and Schedule	Keep latest edition	
GS 1.26/2:	0559-G	GSA Training Center, Interagency Training Program (various subjects)	Keep latest edition	
GS 1.28:	0559-F	List of Parties Excluded from Federal Procurement or Nonprocurement Programs	Keep latest edition	R
• GS 1.30:	0559-E-01	Directory of Academic Procurement and Related Programs and Courses	Keep latest edition	
• GS 1.31:	0559-E-02	GSA Subcontracting Directory	Keep latest edition	
• GS 1.33:	0559-H	Labor Surplus Area Zip Code Reference	Keep latest edition	
FEDERAL SUPPLY SERVICE				
• GS 2.2:	0564	General Publications (various titles)	Discard if revised	
• GS 2.6/3:	0564-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• GS 2.7/4:	0564-B	Federal Supply Schedule (by group)	Keep latest edition (of each group)	
GS 2.7/5:	0564-B	Federal Supply Schedule Program Guide	Keep latest edition	
GS 2.7/6:	0564-B	Multiple Award Federal Supply Schedule	Keep latest edition	
GS 2.8:	0563	Federal Specifications	Looseleaf. Discard pages if revised. NOTE: Keep each specification and its amendments; discard as directed by cancellation notice, but keep the notice	
GS 2.8/2:	0565	Index of Federal Specifications and Standards	Keep latest edition	
GS 2.8/3:	0563	Federal Standards	Looseleaf. Discard pages if revised	
• GS 2.8/3-2:	0563-A	Military Specifications	Discard pages if revised	R
• GS 2.8/7:	0563	Federal Test Method Standards (various titles)	Keep latest edition	R
GS 2.10/6:	0565-B	GSA Supply Catalog	Keep latest edition	
GS 2.10/6-3:	0565-B	GSA Supply Catalog Change Bulletin	Keep latest issue. Updates GS 2.10/6: Watch inclusive dates	
• GS 2.10/6-4:	0565-B	Supply Catalog Price List	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
GS 2.16:	0558-A-02	Consumer Information Series	Discard if revised	R
GS 2.22:N 42	0546-B	New Item Introductory Schedule	Keep latest edition and supplements	
• GS 2.24/2:	0564-C	FSS P (Federal Supply Service Property) (series)	Keep latest edition	
PUBLIC BUILDINGS SERVICE				
• GS 6.2:	0579	General Publications (various titles)	Discard if revised	
• GS 6.6/2:	0580	Handbooks, Manuals, Guides (various titles)	Discard if revised	
CONSUMER INFORMATION CENTER				
• GS 11.2:EL 2/	0580-B-03	Electronic Access to the Consumer Information Center	Keep latest edition	R
GS 11.9:	0580-B	Consumer Information Catalog	Keep latest edition	
• GS 11.9/2:	0580-B-04	New for Consumers, Highlights of New Federal Publications	Keep current year	
INFORMATION RESOURCES MANAGEMENT SERVICE				
• GS 12.2:	0580-C-02	General Publications (various titles)	Discard if revised	R
• GS 12.9:	0580-C-01	Automated Data Processing Activities Summary in the U.S.	Keep latest edition	
GS 12.10:	0853-B	Automatic Data Processing Equipment Inventory in the U.S. Government	Keep latest edition	R
• GS 12.10/2:	0853-B	Federal ADP & Telecommunications Standards	Keep latest edition	
GS 12.11:	0580-C-02	New Way of Saving (series)	Discard if revised	
GS 12.12:	0580-C-03	Telephone Directory, Central Office and Regions	Keep latest issue	
GS 12.12/2:	0580-C-03	FTS (Directories for Various Areas)	Keep latest edition	
• GS 12.12/3:	0580-C-03	IRMS (Information Resources Management Services) Directory of Assistance	Keep latest edition	
• GS 12.14:	0580-C-05	Federal Software Exchange Catalog, GSA/ADTS/C	Keep latest edition	
• GS 12.14/2-2:	0580-C-05	Federal Software Exchange Catalog, supplement	Updates GS 2.14:	
• GS 12.15:IN 3	0580-C-06	FIRMR: Federal Information Resource Management Regulation	Discard pages if revised. Keep latest edition	
• GS 12.15/2:	0559-J-01	GSA FIRMR/FAR Regulations (CD-ROM)	Keep latest edition	
GS 12.18:	0569-B-01	Standard and Optional Forms Facsimile Handbook	Looseleaf. Discard pages if revised. Keep latest edition	
• GS 12.19:	0580-C-08	Federal IRM (Information Resources Management) Directory	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
HEALTH AND HUMAN SERVICES DEPARTMENT				
HE 1.2:	0455	General Publications (various titles)	Discard if revised	
HE 1.6/7-2:	0445-A-01	Grants Administration Manual Circulars	Looseleaf. Discard pages if revised. Keep latest edition	
HE 1.6/7-3:	0445-A	PHS Grants Policy Memo	Looseleaf. Discard pages if revised. Keep latest edition	
HE 1.6/8:	0445-A	Acquisition Regulation Staff Manual	Looseleaf. Discard pages if revised. Keep latest edition	
HE 1.18/4:	0444-L-01	Human Services, Bibliography Series	Discard if revised	R
HE 1.28:	0444-H	Telephone Directory	Keep latest issue	
CONSUMER AFFAIRS OFFICE				
• HE 1.502:	0857-I-05	General Publications (various titles)	Discard if revised	
• HE 1.508:	0857-I-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• HE 1.508/2:	0857-I-02	Consumer's Resource Handbook	Keep latest edition	R
SOCIAL SECURITY ADMINISTRATION				
HE 3.2:	0516	Social Security Pamphlets	Discard if revised	
HE 3.6:D 63/2	0520	Social Security Rulings-Disability	Looseleaf. Discard pages if revised. Keep latest edition	
• HE 3.6/3:	0515-C	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 3.6/6:	0516-C	Post Entitlement Manual	Looseleaf. Discard pages if revised. Keep latest edition	
HE 3.19/2:	0516-F	Actuarial Notes	Keep current year plus previous year	R
HE 3.44:	0523-A	Social Security Rulings	Quarterly issues superseded by annual (HE 3.44/2:); Annual superseded by quinquennial cumulation	
HE 3.51/5:	0515-A	Directory of Medicare Providers and Suppliers	Keep latest edition	
PUBLIC HEALTH SERVICE				
• HE 20.2:	0485	General Publications (various titles)	Discard if revised	
HE 20.8:	0496-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• HE 20.11/2:	0481-A	Bibliographies and Lists of Publications	Keep latest edition	R
HE 20.13:	0483-I	CCPM Pamphlets	Discard if revised	
• HE 20.32:	0483-A-16	Parklawn Training Center Training Catalog	Dated. Discard when expired	
• HE 20.35:	0485-D	Forms	Discard if revised	
• HE 20.38:	0485-G	Fact Sheet (series)	Discard if revised	R
• HE 20.39:	0483-L-04	Directories	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
PRESIDENT'S COUNCIL ON PHYSICAL FITNESS AND SPORTS				
• HE 20.102:	0484-D-03	General Publications (various titles)	Discard if revised	
• HE 20.108: Y 8	0484-D-03	Youth Physical Fitness	Keep latest edition	
• HE 20.112:	0484-D-04	Bibliographies and List of Publications	Keep latest edition	R
INDIAN HEALTH SERVICE				
• HE 20.310/2:	0486-M-01	IHS Directory	Keep latest edition (formerly HE 20.9412/2:)	
• HE 20.317:	0486-S-01	Scholarship Program	Keep latest edition (formerly HE 20.9418:)	
SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION				
• HE 20.419:	0497-D-19	NCADI Publications Catalog	Keep latest edition	R
NATIONAL INSTITUTES OF HEALTH				
• HE 20.3002:	0507	General Publications (various titles)	Discard if revised	
HE 20.3008:	0507-H	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 20.3008/2:	0507-A-29	NIH Guide for Grants and Contracts	Keep current year	
HE 20.3009:	0506-A	NIH Publications List	Keep latest issue	
HE 20.3010:	0507	Current Clinical Studies and Patient Referral Procedure (series)	Discard if revised	
• HE 20.3013/2- 4:	0500-E-04	CRISP: Biomedical Research Information (CD-ROM)	Each quarterly issue supersedes. Keep 4th quarter issue of each year	
HE 20.3015:	0507-A-24	Medical Staff Fellowship Program at the National Institutes of Health	Keep latest edition	
HE 20.3015/2:	0507-A-44	Summer Research Fellowship Program at the National Institutes of Health	Keep latest edition	
• HE 20.3015/3:	0506-A-19	Summer Jobs at NIH Catalog	Dated. Discard when expired	
HE 20.3016:	0507-A-23	NIH Almanac	Keep latest edition	R
HE 20.3018:	0507-N	NIH Public Advisory Groups: Authority, Structure, Functions, Members	Keep latest edition	R
HE 20.3023:	0506-F	CRISP Thesaurus	Keep latest edition	
• HE 20.3031:	0506-A-13	Medicine for the Public (series)	Discard if revised	R
HE 20.3034:	0508-P	New Grants and Awards	Keep current year	R
• HE 20.3036/2:	0507-A-39	Personnel Needs and Training for Biomedical and Behavioral Research	Keep latest edition	R
HE 20.3037:	0506-A-16	Telephone and Service Directory	Keep latest issue	
HE 20.3037/6:	0506-A-23	Resources for Biomedical Research Technology	Keep latest edition	R
HE 20.3038:	0506-H	The Search for Health	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
HE 20.3042:	0506-A-43	Clinical Electives for Medical and Dental Students at the National Institutes of Health, Catalog	Keep latest edition	
HE 20.3044:	0507-H	Handbook for Staff Physicians	Keep latest edition	R
• HE 20.3046:	0507-A-36	National Institutes of Health Consensus Development Conference Statements	Discard if revised	R
• HE 20.3057:	0506-A-24	The Bear Essentials	Keep current year plus previous year	R
• HE 20.3059:	0506-L	Forms	Keep latest edition	
• HE 20.3060:	0506-A-19	NIH Training Center Catalog and Calendar	Dated. Discard when expired	
• HE 20.3062:	0507-A-54	Fact Sheet, National Institute of Health	Discard if revised	R
NATIONAL CANCER INSTITUTE				
• HE 20.3152:	0507-G-02	General Publications (various titles)	Discard if revised	
• HE 20.3158:	0507-G-06	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• HE 20.3165:	0507-G-03	Bibliographies and Lists of Publications	Keep latest edition	R
HE 20.3166:	0507-V	NCI Research Reports	Discard if revised	R
HE 20.3168/3:	0507-G-02	National Cancer Program: Publications	Discard if revised	
HE 20.3169:	0507-G-02	Progress Against (various cancer diseases)	Discard if revised	R
HE 20.3180:	0507-G-34	NCI Investigational Drugs, Pharmaceutical Data	Keep latest edition	R
HE 20.3180/2:	0506-G-34	NCI Investigational Drugs, Chemical Information	Keep latest edition	R
• HE 20.3182:	0507-G-37	Fact Sheet/Cancer Facts (series)	Keep current year plus previous year	R
HE 20.3182/3:	0507-G-37	Update (various topics)	Keep current year plus previous year	
HE 20.3182/5:	0507-G-37	NIH Almanac Update	Superseded by NIH Almanac (HE 20.3016:)	
HE 20.3182/7:	0507-G-37	Fact Sheet	Keep current year plus previous year	
• HE 20.3183:	0507-G-03	Publications List for the Public and Patients	Keep latest issue	
HE 20.3183/2:	0507-G-03	Publications List for Health Professionals	Keep latest edition	
• HE 20.3188:	0507-G-43	Directories	Keep latest edition	
NATIONAL HEART, LUNG, AND BLOOD INSTITUTE				
• HE 20.3202:	0507-E-01	General Publications (various titles)	Discard if revised	
• HE 20.3208:	0507-E-02	Guidelines for Physiochemical Characterization of Biomaterials	Discard if revised	
P 56				
• HE 20.3218:	0507-E-01	Fact Sheets (various subjects)	Keep latest of each	R

SuDocs	Item	Title	Retention	Regional
NATIONAL INSTITUTE OF ALLERGY AND INFECTIOUS DISEASES				
• HE 20.3252:	0505-A-01	General Publications (various titles)	Discard if revised	
• HE 20.3259:	0505-A-04	Bibliographies and Lists of Publications	Keep latest edition	R
NATIONAL INSTITUTE OF ARTHRITIS, DIABETES, AND DIGESTIVE AND KIDNEY DISEASES				
• HE 20.3302:	0507-A-25	General Publications (various titles)	Discard if revised	
• HE 20.3323:	0505-B	Digestive Diseases Clearinghouse Fact Sheets	Keep latest of each	R
• HE 20.3316:	0506-A-08	Bibliographies and Lists of Publications	Keep latest edition	R
NATIONAL INSTITUTE OF CHILD HEALTH AND HUMAN DEVELOPMENT				
• HE 20.3352:	0506-D-02	General Publications (various titles)	Discard if revised	
• HE 20.3361:	0506-D-03	Bibliographies and Lists of Publications	Keep latest edition	R
NATIONAL INSTITUTE OF DENTAL RESEARCH				
• HE 20.3402:	0507-O-01	General Publications (various titles)	Discard if revised	
• HE 20.3415:	0497-C-12	Fact Sheet (series)	Discard if revised	R
NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES				
• HE 20.3452:	0497-C-01	General Publications (various titles)	Discard if revised	
• HE 20.3468:	0497-C-10	NIGMS Training Grants	Keep latest edition	R
NATIONAL INSTITUTE OF NEUROLOGICAL & COMMUNICATIVE DISORDERS & STROKE				
• HE 20.3502:	0507-L-02	General Publications (various titles)	Discard if revised	
• HE 20.3513:	0507-L-04	Bibliographies and Lists of Publications	Discard if revised	R
• HE 20.3516/2:	0507-L-10	Research Grants, Data Book	Keep latest edition	R
NATIONAL LIBRARY OF MEDICINE				
• HE 20.3602:	0508-D	General Publications (various titles)	Discard if revised	
HE 20.3608:	0508-K	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 20.3608/4:	0508-H-05	National Medical Audiovisual Center Catalog, Films for the Health Sciences	Keep latest edition	R
• HE 20.3609/2:	0508-J	NLM Current Catalog Cumulative Listing	Superseded by HE 20.3609/3:	
HE 20.3612:	0508-E	Index Medicus	Monthly issues superseded by Cumulated Index Medicus (HE 20.3612/3:); January issue of monthly edition and the first volume of cumulated edition contain 2 separate sections: Medical subject headings list of journals indexed; Bibliography of medical reviews contained in each monthly issue and the cumulated edition	

SuDocs	Item	Title	Retention	Regional
HE 20.3612/2:	0508-E-01	Abridged Index Medicus	Entries contained in Index Medicus	
HE 20.3612/3-3:	0508-E-05	Permuted Medical Subject Headings	Keep latest edition	
HE 20.3612/3-4:	0508-E-05	Medical Subject Headings - Annotated Alphabetic List	Keep latest. Note: Medical libraries and MEDLINE users may want to consider keeping previous editions	
HE 20.3612/3-5:	0508-E-05	Medical Subject Headings-Tree Structures	Keep latest edition	
HE 20.3612/3-6:	0508-E-05	Medical Subject Headings-Tree Annotations	Keep latest edition	
HE 20.3612/3-7:	0508-E-06	Medical Subject Headings-Supplementary Chemical Records	Keep latest edition	
HE 20.3612/4:	0508-E-03	List of Journals Indexed in Index Medicus. (Also issued as Part 2 of the January issue of Index Medicus and in the first volume of Cumulated Index Medicus)	Discard if Index Medicus is selected; retain latest issue only	
HE 20.3614/3:	0508-H-06	Health Science Serials	Keep latest issue	
HE 20.3615:	0508-F	Bibliography of the History of Medicine	Annual superseded by quinquennial	
• HE 20.3618/2:	0508-J	List of Serials Indexed for Online Users	Keep latest edition	
HE 20.3619:	0508-F-01	National Library of Medicine News	Keep current year plus previous year	R
HE 20.3619/2:	0508-F-01	Catalog of Publications, Audiovisuals and Software	Keep current year plus previous year	
• HE 20.3621:	0508-L	National Library of Medicine Fact Sheet	Discard if revised	R
• HE 20.3624:	0508-V	Entrez: Sequences (CD-ROM)	Keep latest edition	
FOOD AND DRUG ADMINISTRATION				
HE 20.4002:	0475	General Publications (various titles)	Discard if revised	
HE 20.4005:	0475-B	Laws	Discard if revised	
• HE 20.4008:	0475-G	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 20.4010/A:	0475-H-01	FDA Consumer (separates)	Separates superseded by same article in full issue (HE 20.4010:)	
HE 20.4012:	0475-N	National Drug Code Directory	Keep latest edition and supplements	
HE 20.4014:	0478-E	Interstate Certified Shellfish Shippers List	Keep latest year only	
• HE 20.4016:	0475-F	Bibliographies and Lists of Publications	Keep latest edition	R
• HE 4016/2:	0478-G	Catalog of Courses and Training Materials	Dated. Discard when expired	

SuDocs	Item	Title	Retention	Regional
HE 20.4036/2:	0494-B-11	Parklawn Computer Center, Computer Training Courses	Dated. Discard when expired	
HE 20.4037:	0494-B-08	Food and Drug Administration Location Directory	Keep latest edition	
HE 20.4037/2:	0494-B-08	Directory of State Officials	Keep latest edition	
• HE 20.4037/3:	0494-B-12	Directories	Keep latest edition	
HE 20.4040:	0478-B	FDA Technical Bulletins	Discard if revised	R
HE 20.4042:	0478-C	Establishments and Products Licensed Under Section 351 of the Public Health Service Act	Keep latest edition	R
CENTER FOR VETERINARY MEDICINE				
• HE 20.4402:	0499-D-02	General Publications (various titles)	Discard if revised	
CENTER FOR FOOD SAFETY AND APPLIED NUTRITION				
• HE 20.4502:	0495-B-01	General Publications (various titles)	Discard if revised	
• HE 20.4508:	0495-B-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
NATIONAL CENTER FOR DEVICES AND RADIOLOGICAL HEALTH				
• HE 20.4602:	0499-L-07	General Publications (various titles)	Discard if revised	
• HE 20.4606:	0499-L-04	Regulations, Rules, Instructions (various titles)	Discard if revised	R
• HE 20.4606/2:	0499-L-12	Regulations for the Administration and Enforcement of the Radiation Control for Health and Safety Act of 1968	Discard if revised	R
• HE 20.4608:	0499-L-08	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 20.4610:	0499-L-05	Radiological Health Training Resources	Keep latest edition	R
HE 20.4611:	0498-B-16	Radiological Health Quality Assurance (series)	Discard if revised	R
HE 20.4612/2:	0498-B-14	DRH Bulletin, Medical Devices	Keep current year plus previous year	
HE 20.4614:	0499-L-09	SMA (Small Manufacturers Assistance) Memo	Keep current year plus previous year	R
HE 20.4615:	0498-B-15	Radiation Recommendations (series)	Discard if revised	R
CENTER FOR BIOLOGICS EVALUATION AND RESEARCH				
• HE 20.4702:	0499-T	General Publications (various titles)	Discard if revised	
HE 20.4715:	0499-K-03	Approved Drug Product with Therapeutic Equivalence Evaluations	Discard if revised	
NATIONAL CENTER FOR HEALTH STATISTICS				
• HE 20.6202:	0508	General Publications (various titles)	Discard if revised	
• HE 20.6208:	0509	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 20.6208/4:	0509	Instruction Manual Part 2e, Nonindexed terms, Standard Abbreviations, and State Geographic Codes Used in Mortality Data Classification	Keep latest edition of each revision of the ICD (HE 22.41:)	

SuDocs	Item	Title	Retention	Regional
• HE 20.6208/4-2:	0509	Instruction Manual Part 2c, ICD-9 ACME Decision Tables for Classifying Underlying Causes of Death	Keep latest edition of each revision of the ICD	
HE 20.6208/4-3:	0509	Instruction Manual Part 2b, Instructions for Classifying Multiple Causes of Death	Keep latest edition of each revision of the ICD	
HE 20.6208/4-4:	0509-D	Instruction Manual Part 2a, Instructions for Classifying the Underlying Cause of Death	Keep latest edition of each revision of the ICD	
• HE 20.6208/4-5:	0509-D	Instruction Manual Part 2a, ICDA Eighth Revision Decision Tables for Classifying Underlying Causes of Death	Keep latest edition of each revision of the ICD	
• HE 20.6208/4-7:	0509-D	Instruction Manual Part 2g, Data Entry Instructions for the Mortality Medical Indexing, Classification, and Retrieval System (MICAR)	Keep latest edition of each revision of the ICD	
• HE 20.6208/4-8:	0509-D	Instruction Manual Part 2h, Dictionary of Valid Terms for the Mortality Medical Indexing, Classification, and Retrieval System (MICAR)	Keep latest edition of each revision of the ICD	
HE 20.6208/5:	0509	Instruction Manual Part 4, Demographic Classification and Coding Instructions for Death Records	Keep latest edition of each revision of the ICD	
HE 20.6208/6:	0509	Instruction Manual Part 3a, Classification and Coding Instructions for Live Birth Records	Keep latest edition of each revision of the ICD	
HE 20.6208/6-2:	0509	Instruction Manual Part 3b, Classification and Coding Instructions for Fetal Death Records	Keep latest edition of each revision of the ICD	
HE 20.6208/7:	0509	Instruction Manual Part 6, Classification and Coding Instructions for Marriage Records	Keep latest edition of each revision of the ICD	
HE 20.6208/8:	0509	Instruction Manual Part 10, Classification and Coding Instructions for Induced Termination of Pregnancy Records	Keep latest edition of each revision of the ICD	
HE 20.6208/9:	0509	Instruction Manual Part 5, Data Preparations of the Current Mortality Sample	Keep latest edition of each revision of the ICD	
HE 20.6208/10:	0509-D	Instruction Manual Part 7, Classification and Coding Instructions for Divorce Records	Keep latest edition of each revision of the ICD	
HE 20.6208/11:	0509-D	Instruction Manual Part 1, Source Records and Control Specifications	Keep latest edition of each revision of the ICD	
• HE 20.6208/15:	0509-D	Instruction Manual Part 12, Computer Edits for Natality Data	Keep latest edition of each revision of the ICD	
• HE 20.6208/16:	0509-D	Instruction Manual Part 18, Guidelines for Implementing Field and Query Programs for Registration of Births and Deaths	Keep latest edition of each revision of the ICD	
HE 20.6209/2:	0508-G	Current Listing and Topical Index to Vital Health Statistics Series	Replaced by (HE 20.6216:C 28) Catalog of Publications, July 1980 issue	

SuDocs	Item	Title	Retention	Regional
• HE 20.6209/3:	0500-E	Advance Data from the Vital and Health Statistics	Separate preprints superseded by cumulative issues (formerly under HE 20.6209:16/)	
• HE 20.6210/ A:	0510	Vital Statistics of U. S. (separates)	Separates superseded by cumulative bound volumes	
• HE 20.6210/2:	0510-A-01	Where to Write for Vital Records	Keep latest edition	
HE 20.6216/3:	0508-G	Publication Notes	Dated. Keep current year plus previous year	
HE 20.6216/4:	0508-G	Catalog of Publications of the National Center for Health Statistics (previously classed as HE 20.6216:C 28/s)	Keep latest cumulation. Watch inclusive dates	
HE 20.6217:	0508-B	Monthly Vital Statistics	Superseded by HE 20.6210: Some topical supplements not superseded	
• HE 20.6228:	0508-G-03	Directories	Keep latest edition	
HEALTH CARE POLICY AND RESEARCH AGENCY				
• HE 20.6502:	0507-I-01	General Publications (various titles)	Discard if revised	
HE 20.6509:	0491-B-10	NCHSR Publications	Discard if revised	
P 96/				
HE 20.6512/5:	0491-B-13	NCHSR Research Activities	Keep current year plus previous year	
HE 20.6514:	0491-B-17	Provider Studies Research Notes	Discard if revised	R
CENTERS FOR DISEASE CONTROL				
• HE 20.7002:	0504	General Publications (various titles)	Discard if revised	
• HE 20.7008:	0505-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 20.7008/2:	0505-A	CDC Lab Manuals	Discard if revised	
HE 20.7021:	0504-C	Homestudy Course: Community Hygiene (series)	Discard if revised	
HE 20.7021/3:	0504-C	Homestudy Course: Principles of Epidemiology (series)	Discard if revised	
HE 20.7021/ 3-2:	0504-C	Homestudy Course: Manuals (series)	Discard if revised	
HE 20.7021/4:	0504-C	Homestudy Course: Waterborne Disease Control (series)	Discard if revised	
HE 20.7021/5:	0504-C	Homestudy Course: Basic Mathematics (series)	Discard if revised	
HE 20.7021/8:	0504-C	Homestudy Course: Community Health Analysis-I (series)	Discard if revised	
HE 20.7021/ 10:	0504-C	Homestudy Course: Environmental Protection (series)	Discard if revised	
HE 20.7024:	0504	Teenage Health Teaching Modules	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
HE 20.7025:	0504-D	EIS (Epidemic Intelligence Service and Bureau of Epidemiology) Directory	Keep latest edition	R
HE 20.7026:	0504-F	Memorandum Series	Discard if revised	R
HE 20.7030:	0504-C	Module (series)	Discard if revised	
HE 20.7033:	0504-H	Computer Training Courses	Dated. Discard when expired	
NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH				
• HE 20.7102:	0499-F-02	General Publications (various titles)	Discard if revised	
• HE 20.7108:	0499-F-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 20.7108/2:	0499-F-05	NIOSH Health and Safety Guides for (various businesses)	Discard if revised	R
HE 20.7110/2:	0494-D-04	Recommended Standards	Discard if revised	R
HE 20.7111/3:	0499-F-12	NIOSH Surveillance Reports	Discard if revised	R
• HE 20.7114:	0499-F-07	Bibliographies and Lists of Publications	Keep latest edition	R
HE 20.7115:	0449-F-08	Current Intelligence Bulletin	Separate preprints superseded by cumulative issues	
HE 20.7117/2:	0499-F-10	NIOSH Worker Bulletin (series)	Discard if revised	
HE 20.7128:	0499-F-17	NIOSH Schedule of Courses	Dated. Discard when expired	
CENTER FOR PREVENTION SERVICES				
• HE 20.7302:	0494-K-01	General Publications (various titles)	Discard if revised	
• HE 20.7308:	0494-K-04	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• HE 20.7315/2:	0494-K-08	Summary of Health Information for International Travel	Keep current year plus previous year	
• HE 20.7316:	0494-K-09	Directory of STD (Sexually Transmitted Disease) Clinics	Keep latest edition	
CENTER FOR ENVIRONMENTAL HEALTH & INJURY CONTROL				
• HE 20.7511:	0494-L-05	Summary of Sanitation Inspection of International Cruise Ships	Keep current year plus previous year	R
NATIONAL CENTER FOR CHRONIC DISEASE PREVENTION AND HEALTH PROMOTION				
• HE 20.7616:	0444-P-01	National Center for Chronic Disease Prevention (CD-ROM)	Keep latest edition	
CENTER FOR INFECTIOUS DISEASES				
• HE 20.7808:	0504-K	Handbooks, Manuals, Guides (various titles)	Discard if revised	
TOXIC SUBSTANCES AND DISEASE REGISTRY AGENCY				
• HE 20.7916:	0504-T	Fact Sheets	Discard if updated or revised	
SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION				
• HE 20.8012:	0497-D-05	Bibliographies and Lists of Publications	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
• HE 20.8021:	0497-D-12	NDATUS Instruction Manual	Keep latest edition	
• HE 20.8026:	0497-D-06	SAMHSA News	Keep current year plus previous year	R
• HE 20.8028:	0497-D-06	CSAP Healthy Delivery	Keep current year	R
NATIONAL INSTITUTE OF MENTAL HEALTH				
• HE 20.8102:	0507-B-05	General Publications (various titles)	Discard if revised	
• HE 20.8108:	0507-B-10	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• HE 20.8109/ A:	0507-Z-01	Psychopharmacology Bulletin (separates)	Superseded by HE 20.8109:	
HE 20.8113/3:	0507-B-09	Publications from the National Institute of Mental Health	Keep latest edition	
• HE 20.8115/ A:	0507-B-07	Schizophrenia Bulletin (separates)	Superseded by HE 20.8115:	
HE 20.8123:	0506-C	Mental Health Directory	Keep latest edition	
HE 20.8125:	0507-B-35	Primary Prevention Publications Series	Discard if revised	R
• HE 20.8128:	0507-B-30	Plain Talk About (various subjects)	Keep latest edition	R
NATIONAL INSTITUTE ON DRUG ABUSE				
• HE 20.8211:	0467-A-03	General Publications (various titles)	Discard if revised	
HE 20.8217/2:	0467-A-07	Treatment Research Monograph Series	Discard if revised	R
HE 20.8217/3:	0467-A-07	Treatment Research Report (series)	Discard if revised	R
HE 20.8217/4:	0467-A-07	NIDA Notes	Keep current year plus previous year	R
HE 20.8228:	0467-A-20	Drug Abuse Prevention Monograph Series	Discard if revised	R
• HE 20.8233:	0467-A-28	Directories	Keep latest edition	
HEALTH RESOURCES AND SERVICES ADMINISTRATION				
• HE 20.9002:	0517-H-17	General Publications (various titles)	Discard if revised	
• HE 20.9009:	0507-H-16	Bibliographies and Lists of Publications	Discard if revised	R
• HE 20.9016:	0507-H-20	A Profile	Keep current year plus previous year	R
• HE 20.9017:	0507-H-21	The Recruiter, a Newsletter for the Health Professional Recruiter	Keep current year plus previous year	R
PRIMARY HEALTH CARE BUREAU				
• HE 20.9102:	0532-E-10	General Publications (various titles)	Discard if revised	
• HE 20.9110/2:	0532-E-13	National Health Service Corps Scholarship Program Applicant Information Bulletin	Dated. Discard when expired	
• HE 20.9110/6:	0532-E-13	National Health Service Corps Information Bulletin, Private Practice Option	Keep current year	

SuDocs	Item	Title	Retention	Regional
• HE 20.9110/7:	0532-E-13	National Health Service Corps Information Bulletin, Private Practice Startup Loan Program	Keep current year	
• HE 20.9110/8:	0532-E-13	National Health Service Corps Information Bulletin, Private Practice Loan Program for Former Corps Members	Keep current year	
• HE 20.9110/9:	0532-F	NHSC in Touch	Keep current year	
• HE 20.9112:	0532-E-15	Directories	Keep latest edition	
MATERNAL AND CHILD HEALTH AND RESOURCES DEVELOPMENT BUREAU				
• HE 20.9202:	0486-A-10	General Publications (various titles)	Discard if revised	
HE 20.9209:	0486-A-08	Directory of Facilities Obligated to Provide Uncompensated Services by State and City	Keep latest edition	
BUREAU OF HEALTH PROFESSIONS				
• HE 20.9302:	0507-J-01	General Publications (various titles)	Discard if revised	
• HE 20.9308:	0507-J-05	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• HE 20.9309:	0507-J-02	Bibliographies and Lists of Publications	Discard if revised	R
• HE 20.9313:	0507-J-14	Trends in Hospital Personnel	Keep latest edition	R
• HE 20.9315:	0507-J-16	Health Workforce Newslink	Keep current year	R
HEALTH CARE FINANCING ADMINISTRATION				
• HE 22.2:	0512-A-01	General Publications (various titles)	Discard if revised	
• HE 22.8:	0512-A-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 22.8/16:	0512-A-39	The Medicare Handbook	Discard if revised	
• HE 22.8/17:	0512-A-03	Guide to Health Insurance for People with Medicare	Keep latest edition	R
• He 22.18/A:	0512-A-10	Health Care Financing Review (separates)	Superseded by HE 22.18:	
• HE 22.8/20:	0512-A-48	Executive/Management Training Handbook	Keep latest edition	R
• HE 22.8/22:	0444-P-03	HCFA, Laws, Regulations (CD-ROM)	Keep latest edition	R
• HE 22.9/4:	0512-A-05	End-Stage Renal Disease Program Instruction Manual for Renal Providers	Keep latest edition	
HE 22.14:	0512-A-08	HCFA Communications Directory	Keep latest issue	
HE 22.19/3:	0512-A-13	Health Care Financing: Grants for Research and Demonstration, Fiscal Year	Keep latest issue	
HE 22.19/5:	0512-A-18	Health Care Financing (series)	Keep latest revised	R
• HE 22.22:	0512-A-19	Bibliographies and Lists of Publications	Discard if revised	R
HE 22.25/2:	0512-A-27	National Listing of Providers Furnishing Kidney Dialysis and Transplant Services	Keep current year	
HE 22.29:	0512-A-31	Medicare Directory of Prevailing Charges	Keep latest edition	R
• HE 22.29/2:	0512-A-31	Directories	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• HE 22.32:	0512-A-32	Forms	Discard if revised	
• HE 22.32/2:	0512-A-32	HCFA Forms Information Catalog	Keep current year	
• HE 22.39:	0512-A-08	Employee Training and Career Development Catalog	Keep latest edition	
• HE 22.41:	0512-A-01	The International Classification of Diseases, 9th Revision, Clinical Modification	Keep latest edition and latest addendum	R
• HE 22.43:	0512-A-57	HCFA Health Watch (series)	Keep current year	R
MEDICAID BUREAU				
• HE 22.102:	0512-C	General Publications (various titles)	Discard if revised	
• HE 22.114:	0512-C-02	Directories	Keep latest edition	
HEALTH STANDARDS AND QUALITY BUREAU				
• HE 22.202:	0499-J-01	General Publications (various titles)	Discard if revised	
• HE 22.208:	0512-A-07	Handbooks, Manuals, Guides	Discard if revised	
• HE 22.211:	0499-J-02	Bibliographies and Lists of Publications	Discard if revised	R
PROGRAM OPERATIONS BUREAU				
• HE 22.412:	0499-A-01	Bibliographies and Lists of Publications	Discard if revised	R
• HE 22.414:	0499-H	Medicare Unique Physician Identification Number Directory	Keep latest edition	
DATA MANAGEMENT AND STRATEGY BUREAU				
• HE 22.508:	0499-S	General Publications (various titles)	Discard if revised	
• HE 22.508/2:	0499-S	Health Care Financing Administration Information Systems Development Guide	Discard if revised	
HUMAN DEVELOPMENT SERVICES OFFICE				
• HE 23.2:	0529-B-06	General Publications (various titles)	Discard if revised	
• HE 23.8:	0529-B-07	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• HE 23.9:	0529-B-05	Bibliographies and Lists of Publications	Discard if revised	R
HE 23.11:	0529-A-02	OHDS Telephone Directory	Keep latest issue	
CHILDREN, YOUTH, AND FAMILY ADMINISTRATION				
• HE 23.1011:	0499-M	Bibliographies and Lists of Publications	Discard if revised	R
HE 23.1015:	0530-B-07	Domestic Violence Information Series	Discard if revised	R
HE 23.1015/2:	0530-B-07	Domestic Violence Monograph Series	Discard if revised	R
• HE 23.1016:	0530-B-08	Forms	Discard if revised	
HEAD START BUREAU				
• HE 23.1102:	0499-G-02	General Publications (various titles)	Discard if revised	
• HE 23.1111:	0499-G-04	Bibliographies and Lists of Publications	Discard if revised	R
• HE 23.1113:	0499-G-06	Directories	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
CHILDREN'S BUREAU				
• HE 23.1215:	0445-L-06	Directories	Keep latest edition	
CHILD SUPPORT ENFORCEMENT OFFICE				
• HE 24.2:	0524-A-01	General Publications (various titles)	Discard if revised	
• HE 24.13:	0524-A-07	Bibliographies and Lists of Publications	Discard if revised	R
HOUSING AND URBAN DEVELOPMENT DEPARTMENT				
• HH 1.2:	0582	General Publications (various titles)	Discard if revised	
• HH 1.6/3:	0582-E	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HH 1.6/6:	0582-E	HUD Handbooks	Looseleaf. Discard pages if revised. Keep latest edition	
HH 1.6/7:	0582-E	HUD Guides	Looseleaf. Discard pages if revised. Keep latest edition	
HH 1.6/9:	0582-E	HUD Minimum Property Standards	Looseleaf. Discard pages if revised. Keep latest edition	
• HH 1.23:	0581-D	Bibliographies and Lists of Publications	Keep latest edition	R
• HH 1.43/2:	0582-S	Fact Sheets (various topics)	Discard if revised	
HH 1.69:	0581-E-19	HUD Solar Status	Keep current year plus previous year	R
HH 1.92:	0581-E-33	Telephone Directory	Keep latest issue	
HH 1.99/2-2:	0582-T	Survey of Mortgage Lending Activity State Estimates	Keep current year plus previous	
• HH 1.99/6:	0582-T	News Releases	Keep one year	R
• HH 1.120:	0582-X	HUD Wellness Newsletter	Keep one year	R
INTERIOR DEPARTMENT				
I 1.1/7-2:	0600-C	OIG Highlights	Keep current year plus previous year	R
• I 1.2:	0603	General Publications (various titles)	Discard if revised	
I 1.69/A:	0602-A	Decisions of the Dept. of the Interior	Separate preprints superseded by bound cumulative edition (I 1.69:)	
I 1.69/2:	0602-C	Decisions of Dept. of Interior Index-Digest	Semiannual issues superseded by annual quinquennial and decennial cumulations	
I 1.72:	0601	Conservation Bulletins	Discard if revised	R
I 1.73/2:	0603-D	Personnel Management Publications	Discard if revised	R
• I 1.77:	0604	Regulations, Rules, Instructions	Discard if revised	R
• I 1.77/2:	0603-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
I 1.84:	0603-E	Indian Arts and Crafts Board: Publications	Discard if revised	

SuDocs	Item	Title	Retention	Regional
I 1.84/3:	0603-E	Indian Arts and Crafts Board: Source Directory	Keep latest edition	R
I 1.86:	0601-C	Telephone Directory	Keep latest issue	
GEOLOGICAL SURVEY				
• I 19.2:	0621	General Publications (various titles)	Discard if revised	
• I 19.14/2:	0619-B	Bibliographies and Lists of Publications	Keep latest edition	R
I 19.14/4:	0622	New Publications of Geological Survey (list)	Monthly issues superseded by annual (I 19.14:)	
• I 19.15/3:	0619-F	Handbooks, Manuals, Guides (various titles)	Discard if revised	
I 19.41/6-2:	0619-M-01 to 0619-M-53	Catalog of Topographic and Other Published Maps (by state)	Discard if revised	
• I 19.41/6-3:	0619-M-01 to 0619-M-53	Index to Topographic and Other Map Coverage (by state)	Discard if revised	
I 19.41/7:	0619-G	List of Geological Survey Geologic and Water-Supply Reports and Maps for (various states)	Discard if revised	R
I 19.41/9:	0623	Price and Availability List of U.S.G.S. Publications	Keep latest edition	
I 19.42/4:	0624-B	Water Resources Investigations	Keep latest editions	
I 19.79:	0619-G-01	Maps and Posters	Discard if revised	R
• I 19.80:	0619-G-02	National Mapping Program (various titles)	Discard if revised	R
I 19.81:	0619-M-01 to 0619-M-53	7.5' Series (states)	Discard if revised	
I 19.81/2:	0619-M-01 to 0619-M-53	1:50,000 Series (states)	Discard if revised	R
I 19.84:	0620-B	Telephone Directory (by region)	Keep latest issue	
I 19.85:	0619-G-03	Coal Investigations-C	Discard if revised	R
I 19.86:	0619-G-28	Geologic Map Index of (various states)	Discard if revised	R
I 19.87:	0619-G-04	GP-Geophysical Investigations	Discard if revised	R
I 19.88:	0619-G-05	Geologic Quadrangle Maps-GQ	Discard if revised	R
I 19.89:	0619-G-06	Hydrologic Investigations Atlases-HA	Discard if revised	R
I 19.90:	0619-G-07	Mineral Investigations Resource Maps-MR	Discard if revised	R
I 19.91:	0619-G-08	Miscellaneous Investigations-I	Discard if revised	R
• I 19.91/2:	0619-G-08	Circum-Pacific (CP) Map Series	Discard if revised	R
I 19.92:	0619-G-09	Oil and Gas Investigations Charts-OC	Discard if revised	R
I 19.93:	0619-G-10	Oil and Gas Investigations Maps-OM	Discard if revised	
I 19.95:	0619-G-12	Topographic Mapping-Status and Progress of Operations-SO	Discard if revised	
I 19.96:	0619-G-13	Index to Intermediate Scale Mapping-IS	Discard if revised	

SuDocs	Item	Title	Retention	Regional
I 19.97:	0619-G-14	Index to Orthophotoquad Mapping-OT	Discard if revised	
I 19.97/2:	0619-G-14	Index to USGS/DMA 1:50,000 Scale, 15 Minute Quadrangle Mapping-DM	Discard if revised	
I 19.97/3:	0619-G-14	Index to Land Cover Maps and Digital Data-LU	Discard if revised	
• I 19.97/4:	0619-G-31	Index to National Aerial Photography	Discard if revised	R
• I 19.97/5:	0619-G-32	Index to Digital Line Graphs (DLG)	Discard if revised	R
I 19.98:	0619-G-17	U.S. Series of Topographic Maps, Scale 1:250,000	Discard if revised	R
I 19.99:	0619-G-18	Alaska 1:250,000 Series	Discard if revised	R
I 19.100:	0619-G-19	Antarctica Topographic Series-1:50,000 Scale	Discard if revised	R
I 19.100/2:	0619-G-19	Antarctica Topographic Series-1:250,000 Scale	Discard if revised	R
I 19.100/3:	0619-G-19	Antarctica Topographic Series-1:500,000 Scale With Contours	Discard if revised	R
I 19.100/4:	0619-G-19	Antarctica Topographic Series-1:500,000 Scale Without Contours	Discard if revised	R
I 19.100/5:	0619-G-19	Antarctica Topographic Series-1:1,000,000 Scale	Discard if revised	R
• I 19.100/6:	0619-G-19	Antarctica Photomap	Discard if revised	R
I 19.102/1: to /53	0619-H-01 to 0619-H-53	State Map Series : Planimetric, Topographic and Shaded Relief (various scales) (by state)	Discard if revised	
I 19.106:	0619-G-21	National Parks Series	Discard if revised	R
I 19.108:	0619-P-nos	County Map Series (by state)	Discard if revised	
I 19.109:	0619-G-24	Slope Maps	Discard if revised	
I 19.110:	0619-G-25	U.S. 1:100,000 Scale Series (Intermediate Scale Maps)	Discard if revised	
I 19.111/A:	0619-G-26	Separate Maps of the National Atlas	Discard if revised	
I 19.112:	0619-G-27	Land Use and Land Cover and Associated Maps	Discard if revised	R
I 19.113:	0619-G-11	Miscellaneous Field Studies Maps-MF	Discard if revised	R
• I 19.118:	0621-H	Water Data Coordination Directory	Keep latest edition	
• I 19.120/2:	0621-J-01	USGS/NGIC Geomagnetic Observatory Data	Annual issues superseded by quinquennial cumulation	
• I 19.120/4:	0639-J	Minerals and Management Information (CD-ROM)	Keep latest edition (Formerly I 28.37/7:)	
• I 19.121:	0621-K	Digital Data Series	Discard if revised	
• I 19.121:6/	0621-K	Stratigraphic nomenclature databases for the United States, its possession and territories	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
BUREAU OF INDIAN AFFAIRS				
• I 20.2:	0627	General Publications (various titles)	Discard if revised	
I 20.47:	0627-C	Maps and Atlases	Discard if revised	R
I 20.51:	0627-A	Indians of (various states)	Discard if revised	R
I 20.51/2:	0627-A	Indians (various subjects)	Discard if revised	R
RECLAMATION BUREAU				
• I 27.2:	0660	General Publications (various titles)	Discard if revised	
I 27.7/4:	0664-C	Maps (miscellaneous)	Discard if revised	R
• I 27.10/2:	0660-F	Publications for Sale	Keep latest edition	
I 27.19/2:	0660-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
I 27.34:	0664-B	Engineering Monographs	Discard if revised	R
I 27.55/2:	0660	Water and Power Resources Services Projects (by States)	Discard if revised	R
I 27.73:	0660	Historical Site (Brochures)	Discard if revised	
I 27.77:	0660-C	Telephone Directory	Keep latest issue	
MINES BUREAU				
I 28.2:	0637	General Publications (various titles)	Discard if revised	
I 28.5:	0638	Bureau of Mines Publications and Articles	Annual issues superseded by quinquennial cumulation	
I 28.5/2:	0642	New Publications	Monthly issues superseded by annual (I 28.5:)	
• I 28.5/3-2:	0638-H	Bibliographies and Lists of Publications	Keep latest edition	R
• I 28.16/2:	0637-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
I 28.37/A:	0639-F-01	Minerals Yearbook (preprints)	Preprints superseded by annual bound volumes (I 28:37:)	
I 28.37/A 2:	0639-F-01	Minerals Yearbook (separates from vols. 2 & 3)	Separates superseded by same information in bound vols. 2 & 3 (I 28:37:)	
NATIONAL PARK SERVICE				
• I 29.2:	0648	General Publications (various titles)	Discard if revised	
I 29.6:	0651	National Parks, Information Circulars	Discard if revised	
I 29.6/2:	0651-B	National Seashores, Information Circulars	Discard if revised	
I 29.6/3:	0651-B-01	National Lakeshores, Information Circulars	Discard if revised	
I 29.6/4:	0651-B-02	National Rivers, Information Circulars	Discard if revised	
I 29.6/5:	0651-B-03	National Scenic Trails, Information Circulars	Discard if revised	
I 29.6/6:	0651-B-04	National Historic Sites, Informational Circulars	Discard if revised	

SuDocs	Item	Title	Retention	Regional
I 29.6/7:	0654	Outdoors in the Santa Monica Mountains ...	Keep latest edition	
I 29.8:	0651-A	Maps	Discard if revised	R
• I 29.9/2:	0648-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• I 29.9/5:	0649	National Park Service Handbooks	Discard if revised	R
I 29.21:	0650	National Monuments and Military Parks, Information Circulars	Discard if revised	
I 29.39:	0654	National Recreational Areas, Information Circulars	Discard if revised	
I 29.66:	0646-B	National Parks and Landmarks	Discard if revised	
I 29.71:	0646-C	National Park's Camping Guide	Discard if revised	
I 29.74:	0648-B	Historic American Building Survey	Discard if revised	
• I 29.82:	0646-K	Bibliographies and Lists of Publications	Keep latest edition	R
I 29.88/6:	0651	National Historical Parks, Information Circulars	Discard if revised	
I 29.97:B 48 T	0650-A	Big Thicket National Preserve	Keep latest edition	
• I 29.98:	0658-D	Glen Echo Park	Keep latest issue	R
• I 29.103:	0648-G	Index, National Park Systems and Related Areas	Keep latest edition	R
• I 29.115:	0648-M	Forms	Keep latest issue	
• I 29.120:	0648-S	Catalog of National Historic Landmarks	Keep latest edition	
FISH AND WILDLIFE SERVICE				
• I 49.2:	0612	General Publications (various titles)	Discard if revised	
• I 49.6/2:	0612-E	Handbooks, Manuals, Guides (various titles)	Discard if revised	
I 49.6/8:	0612-E	Import/Export Manual Transmittal Letters	Looseleaf. Discard pages if revised	
I 49.9:	0612	Maps and Charts	Discard if revised	R
• I 49.13/5:	0616-B-01	Fish & Wildlife Leaflets (series)	Discard if revised	R
I 49.24/2:	0613	Summary of Federal Hunting Regulations	Keep latest issues	
I 49.24/3:	0613	-Atlantic Flyway	Keep latest issue	
I 49.24/4:	0613	-Central Flyway	Keep latest issue	
I 49.24/5:	0613	-Pacific Flyway	Keep latest issue	
I 49.24/6:	0613	-Mississippi Flyway	Keep latest issue	
I 49.44/2:	0612-C	National Wildlife Refuges (information circulars, bird lists, etc.)	Discard if revised	
I 49.86:	0610-C	National Fish Hatchery (leaflets, various locations)	Discard if revised	
• I 49.104:	0612-M	Directories	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• I 49.106/7:	0616-A-01	Catalog of Training	Dated. Discard when expired	
LAND MANAGEMENT BUREAU				
• I 53.2:	0631	General Publications (various titles)	Discard if revised	
• I 53.3/2:	0634-B	Technical Bulletins	Discard if revised	R
I 53.7/2:	0633	Handbooks, Manuals, Guides (various titles)	Discard if revised	
I 53.9:	0632	Information Bulletins	Discard if revised	R
I 53.11:	0629-B	Maps and Map Folders	Discard if revised	R
I 53.11/4: & /4-2:	0619-G-16	Bureau of Land Management 1:100,000 Scale Maps	Discard if revised	R
I 53.11/5:	0629-B	Surface Management Quad	Discard if revised	R
• I 53.17:	0629-A-02	Bibliographies and Lists of Publications	Keep latest edition	R
I 53.32/2:	0633-A-02	Land Sale (brochures)	Dated. Keep latest issue	
• I 53.45: & /2:	0631-F	Telephone Directories	Keep latest issue	
SURFACE MINING RECLAMATION AND ENFORCEMENT OFFICE				
• I 71.2:	0669-B	General Publications (various titles)	Discard if revised	
• I 71.4:	0669-D	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• I 71.15:	0669-F	Technical Training Courses...	Dated. Discard when expired	
MINERALS MANAGEMENT SERVICE				
• I 72.2:	0671-C	General Publications (various titles)	Discard if revised	
• I 72.8:	0671-G	Handbooks, Manuals, Guides (various titles)	Discard if revised	
U.S. INFORMATION AGENCY				
• IA 1.2:	0672-B	General Publications (various titles)	Discard if revised	
• IA 1.6/2:	0672-D	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• IA 1.6/3:	0672-D-1	Voice of America, Broadcast Schedule (English)	Keep current year	R
A 1.6/4:	0672-D-2	VOA Broadcast Schedule for Languages Other Than English	Keep current year	
• IA 1.16/2:	0672-L	Telecommunications Update	Keep current year plus previous year	R
IA 1.26:	0672-G	Telephone Directory	Keep latest issue	
IA 1.27/2:	0672-H	VCR & Film Catalog	Discard if revised	
IA 1.29:	0672-M	Opportunities Abroad for Educators	Keep current year	
IA 1.30:	0672-H	U.S.I.S. Video Library Catalog	Discard if revised	

SuDocs	Item	Title	Retention	Regional
INTERNATIONAL TRADE COMMISSION				
• ITC 1.2:	0978	General Publications (various titles)	Discard if revised	
ITC 1.10:	0982-B-02	Harmonized Tariff Schedules of the United States	Looseleaf. Discard pages if revised. Keep latest edition	
JUSTICE DEPARTMENT				
• J 1.2:	0717	General Publications (various titles)	Discard if revised. For looseleafs, discard pages if revised and keep latest edition	
J 1.7:	0717-A-01	Register of the U.S. Department of Justice and the Federal Courts	Keep latest edition	R
J 1.8:	0717-A	Regulations, Rules, Instructions (various titles)	Discard if revised. For looseleafs, discard pages if revised and keep latest edition	
• J 1.8/2:	0717-A-01	Handbooks, Manuals, Guides (various titles)	Discard if revised. For looseleafs, discard pages if revised and keep latest edition	
FEDERAL BUREAU OF INVESTIGATION				
• J 1.14/2:	0721	General Publications (various titles)	Discard if revised	
J 1.14/16:	0722-A-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
J 1.14/21:	0722-B	Posters	Dated posters may be discarded after date of event	
JUSTICE DEPARTMENT				
• J 1.20/2:	0717-G	Bibliographies and Lists of Publications	Keep latest edition	R
J 1.56:	0717-B-07	Freedom of Information Case List	Keep latest edition	
J 1.89:	0717-A-02	Telephone Directory	Keep latest issue	
J 1.89/2:	0717-A-02	Civil Division Telephone Directory	Keep latest issue	
J 1.98:	0718-A-23	Forms	Discard if revised or expired	
• J 1.102:	0723-A-01	Office of Chief Administrative Hearing Officer (OCAHO) Cases, Files, Subpoenas	Superseded by J 1.103:	
NATIONAL INSTITUTE OF CORRECTIONS				
• J 16.109:	0726-E	Schedule of Training and Services for FY...	Dated. Discard when expired	
IMMIGRATION AND NATURALIZATION SERVICE				
• J 21.2:	0725	General Publications (various titles)	Discard if revised	
J 21.5:	0726	Laws and Regulations	Keep latest issue	
J 21.5/2:	0726	U. S. Immigration Laws, General Information	Keep latest issue	
J 21.6/2:	0726-A	Operations, Instructions, Regulations, and Interpretations	Looseleaf. Discard pages if revised. Keep latest edition	
• J 21.6/3:	0725-A	Guide to Immigration Benefits	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
• J 21.6/3:	0725-A	Guide for the Inspection and Processing of Citizens and Aliens by Officers Designated as Immigration Officers	Looseleaf. Discard pages if revised. Keep latest edition	
J 21.6/3:	0725-A	Deportation Officer's Handbook	Looseleaf. Discard pages if revised. Keep latest edition	
J 21.6/3:	0725-A	Resource Guide for Congressional Staffs	Looseleaf. Discard pages if revised. Keep latest edition	
J 21.6/3:	0725-A	Immigration Detention Officer Handbook	Looseleaf. Discard pages if revised. Keep latest edition	
• J 21.6/3:	0725-A	Basic Guide to Naturalization and Citizenship	Keep latest edition	R
J 21.9:	0724	Federal Textbooks on Citizenship	Keep latest editions	R
J 21.11:	0723	Administrative Decisions Under Immigration and Nationality Law	Keep current cumulation	
J 21.11/2:	0723-A-05	Interim Administrative Decisions...	Separate preprints superseded by bound cumulative edition (J 21.11:)	
J 21.12:	0725-C	Posters	Dated posters may be discarded after date of event	
J 21.19:	0723-A-02	Forms	Discard if revised or expired	
DRUG ENFORCEMENT ADMINISTRATION				
• J 24.2:	0967	General Publications (various titles)	Discard if revised	
• J 24.8:	0968-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
J 24.27:	0967-I	Forms	Discard if revised or expired	
MARSHALS SERVICE				
• J 25.2:	0969-A-01	General Publications (various titles)	Discard if revised	
• J 25.8:	0969-A-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
J 25.12:	0969-A-03	Posters	Dated posters may be discarded after date of event	
JUSTICE ASSISTANCE BUREAU				
• J 26.2:	0968-H-01	General Publications (various titles)	Discard if revised	
• J 26.9/2:	0968-H-02	Bureau of Justice Assistance Publications List	Keep latest edition	R
• J 26.33:	0717-N-05	Fact Sheets	Keep latest issue of each topic	R
UNITED STATES PAROLE COMMISSION				
J 27.6:	0717-C-16	Regulations, Rules, Instructions (various titles)	Discard if revised. For looseleaves, discard pages if revised and keep latest edition	
J 27.8:	0717-C-12	Handbooks, Manuals, Guides (various titles)	Discard if revised. For looseleaves, discard pages if revised and keep latest edition	

SuDocs	Item	Title	Retention	Regional
NATIONAL INSTITUTE OF JUSTICE				
• J 28.2:	0718-A	General Publications (various titles)	Discard if revised	
J 28.3/2:	0718-A-12	Construction Bulletin (series)	Discard if revised	
J 28.3/3:	0718-A-18	AIDS Bulletin (series)	Discard if revised	
J 28.8:	0968-H-11	User's Guide	Looseleaf. Discard pages if revised. Keep latest edition	
J 28.8/2:	0718-A-01	Policy Briefs (series)	Discard if revised	
• J 28.11:	0968-H-15	Bibliographies and Lists of Publications	Keep latest edition	R
• J 28.14/2:	0968-H-10	National Institute of Justice Catalog	Keep latest issue	R
J 28.15/2:	0717-J	NIJ Reports (series)	Discard if revised	
J 28.15/2-2:	0717-J-01	Research in Action (series)	Discard if revised	
J 28.19:	0718-A-03	Research Bulletin (series)	Discard if revised	
• J 28.20:	0718-A-14	Directory of Criminal Information Sources	Keep latest edition	
J 28.23:	0718-A-07	Issues and Practices in Criminal Justice (series)	Discard if revised	
J 28.24:	0718-A-03	Research in Brief (series)	Discard if revised	
J 28.26:	0968-H-11	Crime File (series)	Discard if revised	
• J 28.28:	0718-A-14	National Criminal Justice Thesaurus	Keep latest edition	
• J 28.31/2:	0718-D-01	National Criminal Justice Reference Service Document Data Base (CD-ROM)	Keep latest edition	R
JUSTICE STATISTICS BUREAU				
• J 29.2:	0717-R-01	General Publications (various titles)	Discard if revised	
J 29.8/2:	0968-H-19	Directory of Automated Criminal Justice Information Systems	Keep latest edition	
J 29.10:	0968-H-12	Privacy & Security of Criminal History Information	Keep latest edition	
J 29.12:	0968-H-14	Uniform Parole Reports (series)	Discard if revised	
J 29.13:	0968-H-16	Justice Statistics Bureau Special Reports	Discard if revised	
J 29.15:	0968-H-21	Technical Report (series)	Discard if revised	
EXECUTIVE OFFICE FOR THE UNITED STATES ATTORNEYS				
• J 31.2:	0718-A-05	General Publications (various titles)	Discard if revised	
J 31.8:	0717-C-18	Handbooks, Manuals, Guides (various titles)	Discard if revised. For looseleaves, discard pages if revised and keep latest edition	
• J 31.13:	0717-C-21	Directories	Keep latest edition	
JUVENILE JUSTICE AND DELINQUENCY PREVENTION OFFICE				
• J 32.2:	0718-A-05	General Publications (various titles)	Discard if revised	
J 32.8:	0718-A-06	Handbooks, Manuals, Guides (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
J 32.10:	0718-A-09	Juvenile Justice Bulletins (series)	Discard if revised	
OFFICE OF ATTORNEY PERSONNEL MANAGEMENT				
J 33.9:	0716-B-01	Posters	Dated posters may be discarded after date of event	
COURT OF FEDERAL CLAIMS				
JU 3.10:	0731-B	Rules of the United States Claims Court	Keep latest edition	
• JU 3.10/4:	0731-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
SUPREME COURT				
JU 6.8/A:	0740-B	Supreme Court Decisions: Preliminary Prints	Superseded by bound volumes, United States Reports (JU 6.8:)	
JU 6.8/B:	0740-A	Supreme Court Decisions: Individual Cases	Superseded by Preliminary Prints (JU 6.8/A:)	
JU 6.9:	0739	Rules and Orders	Keep latest edition	R
U.S. COURT OF APPEALS FOR THE FEDERAL CIRCUIT				
• JU 7.10:	0735-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
ADMINISTRATIVE OFFICE OF U.S. COURTS				
• JU 10.2:	0729	General Publications (various titles)	Discard if revised	
JU 10.15:	0717-X-01	Directory of U.S. Probation & Pretrial Services Officers	Keep latest edition	
JU 10.17:	0717-Y-02	United States Court Directory	Keep latest edition	
JU 10.20:	0717-Y-06	Telephone Directory	Keep latest edition	
TAX COURT				
• JU 11.2:	0742-A	General Publications (various titles)	Discard if revised	
JU 11.7/A 2:	0742	U.S. Tax Court Reports (separates, individual issues, monthly compilations)	Superseded by US. Tax Court Reports (JU 11.7:)	
JU 11.8:	0743	Rules of Practice	Keep latest edition	
FEDERAL JUDICIAL CENTER				
• JU 13.2:	0743-C-01	General Publications (various titles)	Discard if revised	
• JU 13.8:	0743-C-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
JU 13.9/2:	0743-C-04	Catalogue of Audiovisual Media Programs	Keep latest edition	
JU 13.11/2:	0743-C-05	Catalog of Publications	Keep latest edition	
DEPARTMENT OF LABOR				
L 1.2:B 64/3/	0745	Bonding Requirements Under the LMRDA and the CSRA	Discard if revised	
L 1.2:B 98/3/	0745	What the U.S. Dept. of Labor Buys	Discard if revised	

SuDocs	Item	Title	Retention	Regional
• L 1.2: EM 7/27/	0745	U.S. Department of Labor Summer Employment Program	Discard if revised	
• L 1.2:F 21/	0745	Labor Hall of Fame	Discard if revised	
• L 1.2:L 11/28/	0745	Election of Officers of Labor Organizations	Discard if revised	
• L 1.2:R 29/3/	0745	Office of Labor Management Standards	Keep latest edition for each language	R
L 1.2:R 44/	0745	Rights and Responsibilities Under the LMRDA and CSRA	Discard if revised	
L 1.2:T 77/	0745	Trusteeship Requirements Under the LMRDA and the CSRA	Discard if revised	
L 1.2: UN 3/16/	0745	Electing Union Officers	Discard if revised	
• L 1.7/2:AW 1/	0745-A	Lift Awards Nomination Guidelines	Discard if revised	
• L 1.7/2:J 45	0745-A	America in Jeopardy: the Young Employee and Drugs in the Workplace (all parts)	Discard if revised	R
L 1.7/2:P 38/	0745-A	What You Should Know about the Pension Law	Discard if revised	
• L 1.7/2:P 94/	0745-A	Programa de Adiestramiento Sobre Abuso de Alcohol y Drogas en el Lugar de Trabajo (all parts)	Discard if revised	
L 1.7/2: R 31/2/	0745-A	USDOL Civil Service Retirement System Handbook	Discard if revised	
• L 1.7/2:T 24/	0745-A	Temporary Duty Guide for Department of Labor Employees	Discard if revised	
L 1.7/2:UN 3/	0745-A	Union Investigations Under the LMRDA: A Guide for Officers and Members	Discard if revised	
L 1.7/2:W 12/	0745-A	Handbook for Wages and Benefits for Construction Unions	Discard if revised	
• L 1.7/2-2:2-8/	0745-A	Occupant Emergency Plan Handbook for the Frances Perkins Building	Discard if revised	
L 1.7/4:C 64/	0747	Standards of Conduct Regulations for Labor Organizations in the Federal Sector	Discard if revised	
L 1.7/4: L 11/2/	0747	LMRDA Regulations and Interpretive Bulletins	Discard if revised	R
• L 1.34:	0744-A	Bibliographies and Lists of Publications	Keep latest edition	R
L 1.47:B 96/	0746-E	Major Laws Administered by the U.S. Dept. of Labor Which Affect Businesses	Discard if revised	
L 1.47:L 11/	0746-E	Labor-Management Reporting and Disclosure Act of 1959, as Amended	Discard if revised	
L 1.67:	0745-E	Telephone Directory	Keep latest issue	
• L 1.83:	0745-A-03	Forms	Keep latest issue	

SuDocs	Item	Title	Retention	Regional
L 1.84:	0745-F	Register of Reporting Labor Organizations	Keep latest edition	R
L 1.87:	0745-A-04	BLMR (series)	Discard if revised	
• L 1.93:	0745-H	Labor Exchange	Keep current year	
LABOR STATISTICS BUREAU				
• L 2.2:C 73/8/	0769	Hourly Compensation Costs for Production Workers in Manufacturing	Keep annual issues	
L 2.2:J 57/13/	0769	Questions and Answers Relating to AWS and SCA Survey Job Descriptions	Discard if revised	
L 2.2:W 58/	0769	Survey Questions and Answers	Discard if revised	
L 2.3:1312	0768-A-01	Employment and Earnings, United States, 1909-	Keep latest edition	R
L 2.3:1370	0768-A-01	Employment and Earnings, States and Areas, 1939-	Keep (1939-1982) and supplements	R
L 2.3/4:	0768-C-02	Occupational Outlook Handbook	Keep latest edition	R
• L 2.3/4-4:	0744-G-02	Occupational Outlook Handbook (CD-ROM)	Keep latest edition	R
• L 2.34/2:	0768-E	Bibliographies and Lists of Publications	Keep latest edition	R
• L 2.38/8:	0768-F	Consumer Price Index, Washington, DC	Keep one year	
• L 2.38/8-2:	0768-F-05	Consumer Price Index, Chicago	Keep one year	
• L 2.38/8-3:	0768-F-06	Consumer Price Index, New York-Northeastern NJ	Keep one year	
• L 2.38/8-4:	0768-F-05	Latest Consumer Price Index (Tables for U.S. and 6 Cities in Midwest)	Keep one year	
• L 2.38/10:	0768-F	Summary Data from the Consumer Price Index	Keep one year	R
L 2.46/3: B 43/2/	0769-A	Employee Benefits Survey Life Insurance Coding Manual	Keep latest edition	
• L 2.46/3:B 96/	0769-A	Business Research Advisory Council Handbook	Keep latest edition	
L 2.46/3:C 73	0769-A	CPI Commodities and Services Data Collection Manual	Keep latest edition	
L 2.46/3: D 26/4/	0769-A	CPI Housing Survey Data Collection Manual	Keep latest edition	
• L 2.46/3: D 26/6	0769-A	Consumer Price Index C+S Initiation Data Collection Manual	Looseleaf. Discard pages if revised. Keep latest edition	
L 2.46/3: EM 7/11/	0769-A	Employee Benefits Survey Collection Manual	Discard if revised	
L 2.46/3: OP 2/	0769-A	OSHA Survey Operating Manual	Keep latest edition	
• L 2.46/3:R 25/	0769-A	A Brief Guide to Recordkeeping Requirements for Occupational Injuries and Illnesses	Discard if revised	

SuDocs	Item	Title	Retention	Regional
L 2.46/4:	0769-A	Current Employee Statistics State Operating Manual	Discard if revised	
L 2.46/5:	0769-A	Employee Benefits Survey Health Coding Manual	Discard if revised	
L 2.46/6:	0769-A	Employee Benefits Survey Sickness and Accident Coding Manual	Discard if revised	
L 2.46/7:	0769-A	Employee Benefits Survey Defined Benefit Pension Coding Manual	Discard if revised	
L 2.46/8:	0769-A	Employee Benefits Survey Defined Contribution Coding Manual	Discard if revised	
• L 2.53/2:	0768-T	News, the Employment Situation	Superseded by L 2.41/2:	
• L 2.61/10-2:	0771-B	Summary Data from the Producer Price Index News Release	Keep one year	R
L 2.71:	0768-G	BLS Reports (numbered)	Discard if revised	R
L 2.71/3:	0768-P	New England Regional Office: Regional Reports (numbered)	Discard if revised	R
L 2.71/6:	0768-P-01	Middle Atlantic Regional Office: Regional Reports (numbered)	Discard if revised	R
L 2.71/8:	0768-P-02	Southeastern Regional Office: Regional Reports (numbered)	Discard if revised	R
L 2.83:	0768-N-01	Directory of the Business Research Advisory Council to the Bureau of Labor Statistics	Keep latest edition	R
L 2.99/2:	0768-K	Digest of Selected Health & Insurance Plans	Keep latest edition	R
L 2.109:	0768-N-01	Directory of the Labor Research Advisory Council to the Bureau of Labor Statistics	Keep latest edition	
L 2.114:	0768-A-02	Catalog of Seminars, Training Programs & Technical Assistance in Labor Statistics	Dated. Discard when expired	
• L 2.115:	0768-T-02	Real Earnings	Superseded by L 2.41/2:	
• L 2.127:	0769-N	Forms	Keep latest issues	
L 2.128:	0769-S	International Training Programs in Labor Statistics	Dated. Discard when expired	
• L 2.131:	0768-E	BLS Update	Keep one year	R
INTERNATIONAL LABOR AFFAIRS BUREAU				
L 29.15:	0749-D	Economic Discussion Papers (numbered)	Discard if revised	R
• L 29.16:	0749-E	Foreign Labor Trends	Discard if revised	R
OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION				
• L 35.2: AS 1/3/	0765	Asbestos Standards for Construction Industry	Discard if revised	R
• L 35.2: AS 1/4/	0765	Asbestos Standards for General Industry	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
• L 35.2:B 62/	0765	Bloodborne Pathogens and Acute Care Facilities	Discard if revised	
• L 35.2:B 62/2/	0765	Bloodborne Pathogens and Long-term Careworkers	Discard if revised	
• L 35.2:C 42/	0765	Chemical Hazard Communication	Discard if revised	
• L 35.2:C 76/3/	0765	Consultation Services for the Employer	Discard if revised	
• L 35.2:C 85/	0765	Crane or Derrick Suspended Personnel Platforms	Discard if revised	
• L 35.2:EL 2/	0765	Controlling Electrical Hazards	Discard if revised	
• L 35.2:EL 2/3/	0765	Electrical Standards for Construction	Discard if revised	R
• L 35.2:EM 3/	0765	Principal Emergency Response and Preparedness	Discard if revised	
• L 35.2:EM 7/3/	0765	Employer Rights and Responsibilities Following an OSHA Inspection	Discard if revised	
• L 35.2:EM 7/4/	0765	Part 1960-Basic Program Elements for Federal Employee OSHA Programs and Related Matters	Discard if revised	
• L 35.2:EX 2/	0765	Excavations	Discard if revised	
• L 35.2:F 22/2/	0765	OSHA and the Farm or Ranch Employer	Discard if revised	
• L 35.2:G 76/2/	0765	Grain Handling	Discard if revised	
• L 35.2:G 91/	0765	Ground-fault Protection Construction Sites	Discard if revised	
• L 35.2:H 19/	0765	Hand and Power Tools	Discard if revised	
• L 35.2:H 33/4/	0765	Control of Hazardous Energy (Lockout/Tagout)	Discard if revised	
• L 35.2:H 35/	0765	Hearing Conservation	Discard if revised	
• L 35.2:IN 7/	0765	OSHA Inspections	Discard if revised	
• L 35.2:J 57/4/	0765	Job Hazard Analysis	Discard if revised	
• L 35.2:L 46/2/	0765	Lead in Construction	Discard if revised	
• L 35.2:M 41/2/	0765	Materials Handling and Storing	Discard if revised	
• L 35.2:M 46	0765	Access to Medical and Exposure Records	Discard if revised	R
• L 35.2:OC 1/2/	0765	All About OSHA	Discard if revised	R
• L 35.2:OC 1/4/	0765	OSHA Training Institute Catalog of Courses	Dated. Discard when expired	
• L 35.2:OC 1/13/	0765	Occupational Exposure to Bloodborne Pathogens	Discard if revised	
• L 35.2:P 43/	0765	Personal Protective Equipment	Discard if revised	

SuDocs	Item	Title	Retention	Regional
• L 35.2:R 31/	0765	Respiratory Protection	Discard if revised	R
• L 35.2:R 44/	0765	OSHA: Employee Workplace Rights	Discard if revised	
• L 35.2:SE 6/	0765	Servicing Single Piece and Multi-Piece Rim Wheels	Discard if revised	
• L 35.2:SL 3/	0765	Sling Safety	Discard if revised	
• L 35.2:ST 1/	0765	Stairways and Ladders	Discard if revised	
• L 35.2:T 83/	0765	Underground Construction	Discard if revised	R
• L 35.2:V 66/	0765	Working Safely with Video Display Terminals	Discard if revised	
• L 35.6:H 33/	0766-D	Inspection Procedures for the Hazard Communication Standard	Discard if revised	R
• L 35.6:H 41/	0766-D	Enforcement Procedures... Exposure to HBV + HIV	Discard if revised	
L 35.6/2:	0766-D	Occupational Safety and Health Regulations OSHA (series)	Discard if revised	R
L 35.6/3-1: to /3-6	0766-F	Occupational Safety & Health: ... v. 1 through v. 6	Looseleaf. Discard pages if revised. Keep latest edition	
L 35.6/4:	0766-D	OSHA Safety & Health Standards Digest (series)	Keep latest edition	
L 35.8:C 42	0745-C-01	Chemical Information Manual	Looseleaf. Discard pages if revised. Keep latest edition	
L 35.8:EL 2/	0745-C-01	Electrical Standards Manual	Looseleaf. Discard pages if revised. Keep latest edition	
L 35.8:EM 3/	0745-C-01	Workplace Emergencies	Discard if revised	
• L 35.8:ER 3/	0745-C-01	Ergonomics Program Management Guidelines for Meatpacking Plants	Discard if revised	
L 35.8:F 45/2	0745-C-01	Field Operation Manual	Looseleaf. Discard pages if revised. Keep latest edition	
L 35.8:H 33/	0745-C-01	Hazard Communication Guidelines for Compliance	Discard if revised	
L 35.8:IN 7	0745-C-01	OSHA Technical Manual	Looseleaf. Discard pages if revised. Keep latest edition	
• L 35.8:SA 1/6/	0745-C-01	Process Safety Management Guidelines for Compliance	Discard if revised	
• L 35.8:T 68/	0745-C-01	Training Requirements to OSHA Standards...	Discard if revised	
L 35.11/2:	0766-J	Safe Work Practice Series	Discard if revised	
• L 35.16:P 96/2/	0766-L	OSHA Publications and Training Programs	Discard if revised	
L 35.17:	0766-H	Policy & Program Series	Discard if revised	
L 35.18:	0766-I	Job Health Hazards Series	Discard if revised	
L 35.19:	0766-K	Safety Management Series	Discard if revised	

SuDocs	Item	Title	Retention	Regional
• L 35.24:	0766-F-05	Fact Sheets	Discard if revised	R
L 35.25:	0766-D	OSHA Training Institute Schedule of Courses and Registration Instructions	Dated. Discard when expired	
L 35.25/2:	0766-D	OSHA National Training Institute Catalog of Courses	Dated. Discard when expired	
• L 35.26:	0744-G-01	OSHA Documents and Files (CD-ROM)	Keep latest edition	
EMPLOYMENT STANDARDS ADMINISTRATION				
• L 36.2:	0746-C-01	General Publications (various titles)	Discard if revised	
• L 36.8:	0746-C-05	Handbooks, Manuals, Guides (various titles)	Discard if revised	
L 36.10:	0764-B	Labor Law Series	Discard if revised	R
WOMEN'S BUREAU				
• L 36.102:	0782	General Publications (various titles)	Discard if revised	
L 36.103:	0781	Bulletins (numbered)	Discard if revised	R
L 36.110:	0783	Leaflets	Discard if revised	R
L 36.112:	0783-C-03	Pamphlets	Discard if revised	R
WAGE AND HOUR DIVISION				
• L 36.202: D 27/	0777	Davis-Bacon and Related Acts	Looseleaf. Discard pages if revised. Keep latest edition	
• L 36.202: F 15/3/	0777	How the Fair Labor Standards Act Applies to Domestic Service Workers	Discard if revised	
• L 36.202: M 58/RESO.	0777	Conducting MSPA Housing Inspections: Resource Book	Discard if revised	
• L 36.202:M 58/TASK BK	0777	Conducting MSPA Housing Inspections: Task Book	Discard if revised	
• L 36.202:M 58/TEST BK	0777	Conducting MSPA Housing Inspections: Test Book and Evaluation Questionnaire	Discard if revised	
• L 36.202: SE 6/	0777	Service Contract Act Directory of Occupations	Discard if revised	
L 36.203/2:	0777-A-01	Child Labor Bulletins (numbered)	Discard if revised	R
L 36.205: F 15/	0778-B	The Fair Labor Standards of 1938, As Amended	Discard if revised	
L 36.205: W 16	0778-B	The Walsh-Healey Public Contracts Act, As Amended	Discard if revised	
L 36.205/2:	0778-B	Federal Labor Laws	Discard if revised	
L 36.206/2:	0780	Regulations Under Title 29, Code of Federal Regulations	Discard if revised	
L 36.208:	0777-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
L 36.209:	0778	Interpretive Bulletins	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
• L 36.211:	0777-B-04 through -09	General Wage Determinations Issued Under the Davis-Bacon and Related Acts, V. 1 through v. 6	Looseleaf. Discard pages if revised. Keep latest edition	
• L 36.212:	0777-C	Forms	Discard if revised	
WORKERS COMPENSATION PROGRAMS OFFICE				
• L 36.408:	0779-A-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• L 36.409:	0779-A-01	Pamphlets (numbered)	Discard if revised	R
• L 36.410:	0746-C-06	Forms	Discard if revised	
EMPLOYMENT AND TRAINING ADMINISTRATION				
• L 37.2:IM 7/	0780-A-01	If Imports Cost Your Job	Discard if revised	R
• L 37.2:J 57	0780-A-01	Merchandising Your Job Talents	Discard if revised	
• L 37.2: J 57/18/	0780-A-01	JTPA Financial Management	Looseleaf. Discard pages if revised. Keep latest edition	
• L 37.2: SE 5/	0780-A-01	Senior Community Service Employment Program	Discard if revised	
• L 37.2: UN 2/3/	0780-A-01	Unemployment Insurance: How it Works For You	Discard if revised	R
• L 37.8:C 26/	0780-A-03	A Guide to Case Management for At-risk Youth	Discard if revised	
• L 37.8/2:	0747-B	ET Handbook (numbered)	Discard if revised	R
• L 37.8/6:	0780-A-07	CETA Program Models (series)	Discard if revised	R
• L 37.11:	0746-N-01	Job Corps Happenings	Keep latest issue	R
• L 37.11/3:	0857-H-01	JCH (series)	Discard if revised	R
• L 37.14:	0746-H	R & D (Research & Development) Monographs	Discard if revised	R
• L 37.14/2:	0746-H-01	Monograph Series (numbered)	Discard if revised	R
• L 37.16:	0780-A-06	Occupational & Career Information Series	Discard if revised	R
• L 37.17:	0780-A-08	Listing of Eligible Labor Surplus Areas Under Defense Manpower Policy No. 4A & Executive Order 10582 (quarterly)	Keep latest edition	R
• L 37.20/2:	0780-A-10	Unemployment Insurance Technical Staff Papers (series)	Discard if revised	R
APPRENTICESHIP AND TRAINING BUREAU				
• L 37.102:	0748	General Publications (various titles)	Discard if revised	
• L 37.106/2:	0748	National Apprenticeship & Training Standards for (various occupations)	Discard if revised	
• L 37.108:	0748-C	Handbooks, Manuals, Guides (various titles)	Discard if revised	
UNEMPLOYMENT INSURANCE SERVICE				
• L 37.202:	0783-E-01	General Publications (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
L 37.210:	0761-A	Significant Provisions of State Unemployment Insurance Laws (biannual)	Keep latest edition	R
L 37.212:	0783-E-04	Comparison of State Unemployment Insurance Laws	Looseleaf. Discard pages if revised. Keep latest edition	
UNITED STATES EMPLOYMENT SERVICE				
L 37.309:	0754-G	Technical Reports (numbered series)	Discard if revised	R
L 37.312:	0754-G	USES Test Research Reports (numbered)	Discard if revised	
MINE SAFETY AND HEALTH ADMINISTRATION				
• L 38.2:	0637-H	General Publications (various titles)	Discard if revised	
• L 38.6: M 52/2/	0644	Metal and Nonmetal National Mine Rescue Contest Rules	Discard if revised	
L 38.8:	0637-K-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
L 38.8/2:	0644-A	Safety Manuals (numbered)	Discard if revised	
• L 38.11/2:	0637-J	New Publications	Keep one year	
L 38.11/3:	0637-J	Catalog of Training Products of the Mining Industry	Discard if revised	
• L 38.11/4:	0637-J	Courses for MSHA and the Mining Industry	Discard if revised	
• L 38.11/4-2:	0637-J	Quarterly Update of Courses and Products	Keep latest issue	
L 38.15:	0637-M	Fatalgrams	Keep current year plus previous year	
• L 38.17/3:	0637-K-05	MSHA Instruction Guide Series	Discard if revised	
LIBRARY OF CONGRESS				
• LC 1.2:	0786	General Publications (various titles)	Discard if revised	
• LC 1.6/4:P 96	0786-A	CIP Publishers Manual	Discard if revised	R
• LC 1.12/2:	0785-A	Bibliographies and Lists of Publications	Keep latest edition	R
• LC 1.12/2-2:	0785-A	Library of Congress Selected Publications	Keep latest edition	
LC 1.12/2-3:	0785-A	Publications in Print	Keep latest edition	
LC 1.40:	0785-H	Library of Congress Directory	Keep latest edition	
• LC 1.40/2: F 31	0785-H	FEDLINK Services Directory	Keep latest edition	
• LC 1.48:	0785-A-02	Forms	Discard if revised or expired	
COPYRIGHT OFFICE				
• LC 3.2:	0803	General Publications (various titles)	Discard if revised	
LC 3.4/2:	0802-A	Explanatory Circulars	Keep latest issues of each number	
• LC 3.14:	0803-B	Forms	Discard if revised or expired	

SuDocs	Item	Title	Retention	Regional
GEOGRAPHY AND MAP DIVISION				
LC 5.2:	0811-A	Civil War Maps	Discard if revised	R
LC 5.8:M 18	0811-B-03	MARC Conversion Manual Maps	Looseleaf. Discard pages if revised. Keep latest edition	R
• LC 5.8: M 18/2	0881-A-02	Map Cataloging Manual	Keep latest edition	R
SERIAL AND GOVERNMENT PUBLICATIONS DIVISION				
LC 6.2:G 74/	0818-F	Popular Names of U.S. Government Reports	Discard if revised	
LC 6.7:	0818-F	Newspapers Received Currently in Library of Congress	Keep latest edition	R
LC 6.8:N 47	0818-F-01	Newspaper Cataloging Manual	Looseleaf. Discard pages if revised. Keep latest edition	R
MUSIC DIVISION				
LC 12.2:SU 6	0813	Summer Chamber Festival	Dated. Discard when expired	
• LC 12.9:	0813	Library of Congress Presents a Season of Chamber Music	Dated. Discard when expired	R
ASIAN DIVISION				
LC 17.9: C 44/2/	0806-G-01	Chinese Periodicals in the Library of Congress	Discard if revised	
NATIONAL LIBRARY SERVICE FOR THE BLIND AND PHYSICALLY HANDICAPPED				
LC 19.2:	0806	General Publications (various titles)	Discard if revised	
• LC 19.4/2:	0806-A-11	Reference Circulars	Discard if revised	R
• LC 19.9:	0806-A-01	Braille Book Review	Discard when superseded by LC 19.9/2: and LC 19.11/2:	
• LC 19.10:	0806-A-02	Talking Book Topics	Discard when superseded by LC 19.10/3:	
• LC 19.11:	0806-A-13	Bibliographies and Lists of Publications	Keep latest edition	R
• LC 19.11/2-2:	0806-A-17	Magazines in Special Media	Keep latest edition	R
• LC 19.11/4:	0806-A-13	Foreign Language Books	Keep latest edition	R
• LC 19.15:	0806-A-10	Facts (various topics)	Discard if revised	R
• LC 19.15/2:	0806-A-10	Books for Blind and Physically Handicapped	Keep latest edition	R
LC 19.16:	0806-A-14	Library Resources for the Blind and Physically Handicapped, a Directory, Fiscal Year...	Keep current year plus previous year	R
LC 19.17:	0806-A-14	Address List, Regional and Subregional Libraries for the Blind and Physically Handicapped	Keep latest edition	
• LC 19.21:	0806-A-18	Volunteers Who Produce Books, Braille Tape, Large Type	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• LC 19.22:	0806-A-19	Braille Scores Catalog-Organ	Keep latest edition	R
LATIN AMERICAN, PORTUGUESE, AND SPANISH DIVISION				
LC 24.7:	0806-F	Bibliographical Series	Discard if revised	
PRINTS AND PHOTOGRAPHS DIVISION				
• LC 25.2:	0813-A	General Publications (various titles)	Discard if revised	
SUBJECT CATALOGING DIVISION				
• LC 26.2:F 87	0820	Free-Floating Subdivisions: an Alphabetical Index	Discard if revised	
• LC 26.2:P 41	0820	LC Period Subdivisions Under Names of Places	Discard if revised	
LC 26.7:	0823	Subject Headings Used in Dictionary Catalogs of Library of Congress and Supplements (annual)	Keep latest edition. Updated by LC 26.7-2:	R
• LC 26.7-2:	0823-A-01	Library of Congress Subject Headings in microfiche	Keep latest edition	R
• LC 26.8/4:	0820-A	Subject Cataloging Manual, Subject Headings	Looseleaf. Discard pages if revised. Keep latest edition	
• LC 26.8/5:	0820-A	Subject Cataloging Manual, Shelflisting	Looseleaf. Discard pages if revised. Keep latest edition	
LC 26.9:	0819	Classification	Keep latest edition of each class	R
LC 26.9/2:	0821	Library of Congress Classification, Additions and Changes	Quarterly issues superseded by revised editions for each class (LC 26.9:)	
• LC 26.10:	0821-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
PROCESSING SERVICES (INCLUDES CATALOGING DISTRIBUTION SERVICE DIVISION)				
• LC 30.2: C 64/2	0815	USMARC Code List for Languages	Discard if revised	R
• LC 30.2:C 83	0815	USMARC Code List for Countries	Discard if revised	R
• LC 30.2:G 29	0815	USMARC Code List for Geographic Areas	Discard if revised	R
• LC 30.2:H 71	0815	USMARC Format for Holdings Data	Discard if revised	R
• LC 30.2:R 22	0815	USMARC Code List for Relators, Sources, Description Connections	Discard if revised	R
• LC 30.2:SP 3	0815	USMARC Specifications for Record Structure, Character Sets, Tapes	Discard if revised	R
LC 30.6:B 47	0815-B	Bibliographic Description of Rare Books	Discard if revised	R
• LC 30.6:C 28	0815-B	Cataloging Rules for the Description of Looseleaf Publications	Discard if revised	R
• LC 30.6:IN 8	0815-B	Library of Congress Rule Interpretations	Looseleaf. Discard pages if revised. Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
LC 30.22:	0815-E	CONSER Tables	Looseleaf. Discard pages if revised. Keep latest edition	
LC 30.23:	0815-D	National Level Bibliographic Records	Looseleaf. Discard pages if revised. Keep latest edition	
• LC 30.25: AU 8	0815-G	USMARC Format for Authority Data	Looseleaf. Discard pages if revised. Keep latest edition	R
• LC 30.25: C 73	0815-G	USMARC Format for Community Information Including Guidelines for Content Designation	Discard if revised	R
• LC 30.25: N 47	0815-G	Newspaper Cataloging and Union Listing Manual	Keep latest edition	R
• LC 30.27:	0815-H	Bibliographies and Lists of Publications	Keep latest edition	R
• LC 30.27/2:	0815-H	Bibliographic Products and Services	Keep latest edition	R
• LC 30.28:	0815-H-01	MARC (Machine-Readable Cataloging) Distribution Services	Keep latest edition	R
SCIENCE AND TECHNOLOGY DIVISION				
• LC 33.10:	0818-A-02	LC Science Tracer Bullets	Discard if revised	R
NATIONAL LABOR RELATIONS BOARD				
• LR 1.2:	0827	General Publications (various titles)	Discard if revised	
• LR 1.6/2:	0827-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
LR 1.8/6:	0826	Classified Index of National Labor Relations Board Decisions and Related Court Decisions	Keep until superseded by cumulative edition	
LR 1.8/7:	0826	Classification Outline for Decisions of NLRB and Related Court Decisions	Keep latest edition	
LR 1.15/2:	0826-C	Weekly Summary of NLRB Cases	Weekly digests superseded by bound volumes of Decisions and Orders (LR 1.8:)	
• LR 1.17:	0827-B	Forms	Keep latest issue	
MERIT SYSTEMS PROTECTION BOARD				
• MS 1.2:	0290-K-05	General Publications (various titles)	Discard if revised	
SPECIAL COUNSEL OFFICE				
• MS 2.2:	0290-K-09	General Publications (various titles)	Discard if revised	
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION				
NAS 1.2:	0830-C	General Publications (various titles)	Discard if revised	
• NAS 1.6:	0830-A-05	Regulations, Rules, Instructions	Keep latest edition	R
NAS 1.6/2:	0830-N	NASA Procurement Regulations	Revised pages issued as Procurement Regulations Directives (NAS 1.6/3:). Keep latest edition	

SuDocs	Item	Title	Retention	Regional
NAS 1.6/3:	0830-N	Procurement Regulations Directives	Revised pages for NASA Procurement Regulations (NAS 1.6/2:)	
• NAS 1.9/2:	0830-J	Bibliographies and Lists of Publications	Keep latest edition	R
NAS 1.9/5:	0830-K	Scientific and Technical Aerospace Reports-- Cumulative Indexes	Semiannual issues superseded by annual	
NAS 1.18:	0830-F	Handbooks, Manuals, Guides (various titles)	Discard if revised	
NAS 1.18/2:	0830-F	Index to Management Issuances	Keep latest edition	
NAS 1.18/3:	0830-F	Petition to Patent Waiver, NHB 5599.1	Looseleaf. Discard pages if revised. Keep latest edition	
NAS 1.21: 7051	0830-J-07	NASA Thesaurus: v. 1 - 2	Keep latest edition and latest cumulative supplement	
NAS 1.22/3:	0830-M	Reliability and Quality Assurance Publications (NHB series)	Discard if revised	R
NAS 1.24:	0830-L-01	NASA Headquarters Telephone Directory	Keep latest issue	
NAS 1.24/3:	0830-L-01	KSC (Kennedy Space Center) Telephone Directory	Keep latest issue	
NAS 1.37:	0830-T	National Space Science Data Center, NSSDC- (series)	Discard if revised	
NAS 1.53:	0830-H-05	Announcement of Opportunities for Participation in (various projects), AO-(series)	Dated. Discard when expires or after 6 months	
NAS 1.53/2:	0830-H-05	Space Science Applications Notice	Dated. Discard when expires or after 6 months	
NAS 1.61:	0830-H-11	NASA Reference Publications- RP	Discard if revised	
• NAS 1.69:	0830-H-20	NASA Educational Briefs for the Classroom (series)	Discard if revised	R
• NAS 1.73:	0830-C-01	Health Bulletin	Keep current year plus previous year	R
NAS 1.74:	0830-C-03	PMS (Public Mail Series)	Discard if revised	
NAS 1.75:	0830-C-04	PAM (Pamphlet)	Discard if revised	
NAS 1.83:	0830-I	NASA-NP	Discard if revised	

NATIONAL CREDIT UNION ADMINISTRATION

• NCU 1.2:	0526	General Publications (various titles)	Discard if revised	
NCU 1.6:	0527	Regulations, Rules, and Instructions	Discard if revised	
NCU 1.6/A:	0527	Advance Copy Proposed Rules and Regulations	Discard when final copy published in Regulations, Rules (CU 1.6:)	
• NCU 1.8:	0526-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
NCU 1.9/2:	0527-F	Annual Statistics	Discard when final revised data published in NCUA Annual Report (CU 1.1:)	
NCU 1.9/3:	0527-F	Mid-Year Statistics	Discard when superseded by Annual Statistics (CU 1.9/2:)	
NCU 1.14:	0527-G	NCU Telephone Directory	Keep latest issue	
NCU 1.16:	0527-H	Directory of Federally Insured Credit Unions	Keep latest issue	

NATIONAL ENDOWMENT FOR THE ARTS

- NF 2.2: 0831-B-02 General Publications (various titles) Discard if revised. If dated, discard when expired
- NF 2.8: 0831-B-02 Handbooks, Manuals, Guides (various titles) Discard if revised
- NF 2.15: 0831-B-16 Grants to Organizations, Application Guidelines Dated. Discard when expired
- NF 2.15/2: 0831-B-17 Grants to Organizations, Application Forms Dated. Discard when expired
- NF 2.16: 0831-B-18 Literature Fellowships Application Guidelines Dated. Discard when expired

NATIONAL ENDOWMENT FOR THE HUMANITIES

- NF 3.2: 0831-B-01 General Publications (various titles) Discard if revised. If dated, discard when expired
- NF 3.8: 0831-B-01 Handbooks, Manuals, Guides (various titles) Discard if revised
- NF 3.8/2: 0831-B-01 Summer Stipends Guidelines and Application Forms Dated. Discard when expired
- NF 3.8/2-3: 0831-B-01 Preservation Programs Guidelines and Application Instruction Dated. Discard when expired
- NF 3.8/2-4: 0831-B-01 Challenge Grants Programs Dated. Discard when expired
- NF 3.8/2-5: 0831-B-01 Humanities Projects in Museums and Historical Organizations Guidelines Dated. Discard when expired
- NF 3.8/2-7: 0831-B-01 Faculty Graduate Study Program Applications and Guidelines Dated. Discard when expired
- NF 3.8/2-8: 0831-B-01 Historically Black Colleges and Universities Faculty Projects Summer College Programs for High School College Juniors Dated. Discard when expired
- NF 3.8/2-9: 0831-B-01 Public Humanities Projects Guidelines and Applications Dated. Discard when expired
- NF 3.8/2-10: 0831-B-01 Libraries and Archives Guidelines and Application Forms Dated. Discard when expired
- NF 3.13/2-3: 0831-B-05 Summer Seminars for College Teachers Dated. Discard when expired
- NF 3.13/3: 0831-B-05 Summer Seminars for Secondary School Teachers, Flyers Dated. Discard when expired
- NF 3.13/3-4: 0831-B-05 Summer Seminars for Secondary School Teachers, Seminar Descriptions Dated. Discard when expired

SuDocs	Item	Title	Retention	Regional
• NF 3.13/3-5:	0831-B-13	Summer Seminars Directors, for College Teachers, for School Teachers	Dated. Discard when expired	
• NF 3.13/3-6:	0831-B-14	Summer Seminars Participants, for College Teachers, for School Teachers	Dated. Discard when expired	
• NF 3.13/4:	0831-B-05	NEH Fellowships	Dated. Discard when expired	
NF 3.14:	0831-B-05	Institutes for College and University Faculty	Keep latest edition	
NF 3.15:	0831-B-05	Overview of Endowment Programs	Keep latest edition	
NF 3.16:	0831-B-05	Humanities Projects in Media Guidelines and Applications	Dated. Discard when expired	
NF 3.18:	0831-B-07	Teacher-Scholar Program for Elementary and Secondary School Teachers Guidelines and Application Instructions	Dated. Discard when expired	
• NF 3.19:	0831-B-07	Travel to Collections, Guidelines and Application Instructions	Dated. Discard when expired	
• NF 3.22:	0831-B-01	Summer Stipends	Dated. Discard when expired	
• NF 3.24:	0831-B-01	NEH Exhibitions Today	Dated. Discard when expired	
• NF 3.25:	0831-B-09	Study Grants for College Teachers	Dated. Discard when expired	
MUSEUM SERVICES INSTITUTE				
• NF 4.2:	0290-N-01	Reports and Publications (various titles)	Discard if revised. If dated, discard when expired	
• NF 4.9:	0290-N-01	General Operating Support Grant Application and Information	Dated. Discard when expired	
NF 4.10:	0290-N-01	Conservation Project Support Guidelines and Application Instruction	Dated. Discard when expired	
• NF 4.11:	0290-N-01	Museum Program Grant Application and Information	Dated. Discard when expired	
NATIONAL SCIENCE FOUNDATION				
• NS 1.2:	0834-C	General Publications (various titles)	Discard if revised	
NS 1.3:	0834-F-08	NSF Bulletin	Newsletter. Keep current year plus previous year	R
• NS 1.13/5:	0834-H	Publications of the National Science Foundation	Keep latest edition	R
• NS 13/6:	0834-H	Publications List, Division of Resource Studies	Keep latest edition	R
• NS 1.20:	0834-P	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• NS 1.20/2:	0834-F-05	Guide for Preparation of Proposals and Project Operation	Dated. Discard when expired	
• NS 1.22: D 36/3/	0834-T	Science and Engineering Degrees by Race/Ethnicity	Cumulates. Keep latest edition	
• NS 1.44:	0834-C-04	Science and Engineering Doctorates	Cumulates. Keep latest edition	
NS 1.47:	0834-P	Guide to Programs	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• NS 1.50:	0834-C-08	Directories	Keep latest edition	
OVERSEAS PRIVATE INVESTMENT CORPORATION				
• OP 1.2:	0834-W-02	General Publications (various titles)	Discard if revised	
• OP 1.8:	0834-W-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
UNITED STATES POSTAL SERVICE				
• P 1.2:	0837	General Publications (various titles)	Discard if revised	
P 1.3:	0837-C	Postal Bulletin (weekly)	Discard after 6 months unless R otherwise specified	
P 1.10/5:	0839-A-02	International Mail Manual	Looseleaf. Discard pages if revised. Keep latest edition	
P 1.10/8:	0839-A-03	National Zip Code Directory	Keep latest edition	
P 1.10/9:	0839-A-05	ZIP + 4 State Directory	Keep latest edition	
P 1.11/3:	0838	Postal Laws	Keep latest edition	
P 1.12/7:	0839-A-04	Employee and Labor Relations	Looseleaf. Discard pages if revised. Keep latest edition	
P 1.12/8:	0837-E	Postal Operations Manual	Looseleaf. Discard pages if revised. Keep latest edition	
P 1.12/9:	0843	Financial Management Manual	Looseleaf. Discard pages if revised. Keep latest edition	
P 1.12/10:	0843-F	Administrative Support Manual	Looseleaf. Discard pages if revised. Keep latest edition	
P 1.12/11:	0843-B	Domestic Mail Manual	Looseleaf. Discard pages if revised. Keep latest edition	
P 1.12/11 A:	0843-B	Domestic Mail Manual (separates)	Discard if revised	
• P 1.26:	0837-H	Posters	Discard if expired	
P 1.31/4:	0843	Handbooks, Manuals, Guides (various titles)	Discard if revised	
P 1.31/5:	0843-C	Personnel Handbooks, Series P	Looseleaf. Discard pages if revised. Keep latest edition	
P 1.31/6:	0843-D	Maintenance Handbook, MS (series)	Looseleaf. Discard pages if revised. Keep latest edition	
P 1.31/7:	0843-E	Methods Handbooks, M (series)	Discard if revised	
P 1.31/8:	0843	Handbook RE (series)	Discard if revised	
P 1.31/9:	0843	Handbook EL (series)	Discard if revised	
P 1.31/10:	0843	Handbook AS (series)	Discard if revised	
P 1.31/11:	0843	Handbook DM (series)	Discard if revised	
• P 1.31/12:	0843	Fiscal Handbook, Series F	Discard if revised	
• P 1.31/13:	0843-G	Handbook PO (series)	Discard if revised	
P 1.31/14:	0843	Handbook F (series)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
• P 1.31/15:	0843	Handbook IM (series)	Discard if revised	
• P 1.31/16:	0843-G	Handbook T (series)	Discard if revised	
P 1.34:	0837-F	Telephone Directory	Keep latest issue	
P 1.44:	0837-D	Postal Service Institute Bulletin	Discard if revised	R
FINANCE AND ADMINISTRATION BUREAU				
P 4.10:	0840	Postage Stamps of the United States	Looseleaf. Discard pages if revised. Keep latest edition	
PEACE CORPS				
• PE 1.2:	0900-D	General Publications (various titles)	Discard if revised	
PE 1.8:	0074-E-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
PE 1.10:	0074-E	Information Collection and Exchange (series)	Keep latest edition	R
PERSONNEL MANAGEMENT OFFICE				
• PM 1.2:	0295	General Publications (various titles)	Discard if revised	
• PM 1.8:	0296-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
PM 1.8/2:	0296	Handbook of Occupational Groups and Series of Classes	Looseleaf. Discard pages if revised. Keep latest edition	
• PM 1.8/4:	0296-C	Enrollment Information Guide and Plan Comparison Chart (Open Season) for Retirement Systems Participating in the Federal Employees Health Benefits Program	Dated. Discard when expired	
• PM 1.8/5:	0296-C	Enrollment Information Guide and Plan Comparison Chart (Open Season) for U.S. Postal Service Employees	Dated. Discard when expired	
• PM 1.8/6:	0296-C	Enrollment Information Guide and Plan Comparison Chart (Open Season) for Federal Civilian Employees	Dated. Discard when expired	
• PM 1.8/7:	0296-C	Enrollment Information Guide and Plan Comparison Chart for Former Spouses Enrolled in the Federal Employees Health Benefits Program	Dated. Discard when expired	
• PM 1.8/8:	0296-C	Enrollment Information Guide and Plan Comparison Chart for Federal Civilian Employees in Positions Outside the Continental U.S. (Including States of AK and HI, and Islands of Guam and PR)	Dated. Discard when expired	
• PM 1.8/10:	0296-C	Enrollment Information Guide and Plan Comparison Chart for CSRS/FERS Annuitants	Dated. Discard when expired	
• PM 1.8/11:	0296-C	Enrollment Information Guide and Plan Comparison Chart, (Open Season) for Individuals Eligible for Temporary Continuation of Coverage and ...	Dated. Discard when expired	

SuDocs	Item	Title	Retention	Regional
• PM 1.8/12:	0296-C	Enrollment Information Guide and Plan Comparison Chart, Open Season	Dated. Discard when expired	
• PM 1.8/13:	0296-C	Enrollment Information Guide and Plan Comparison Chart for Individuals Receiving Compensation from the Office of Workers Compensation Programs	Dated. Discard when expired	
• PM 1.8/14:	0290-A-01	Operating Manual for Qualification Standards for General Schedule Positions	Looseleaf. Discard pages if revised. Keep latest edition	
PM 1.9:	0290-F	Salary Tables, Executive Branch of the Government	Keep latest edition	R
• PM 1.10:	0299	Pamphlets	Discard if revised	R
PM 1.13:	0293-D	Federal Labor-Management Consultant (biweekly) Newsletter	Keep current year plus previous year	
PM 1.14:	0294	Basic Federal Personnel Manual: Transmittal Sheets	Dated. Discard when expired	
PM 1.14/2:	0294	-Bulletins, Installments, and Letters	Dated. Discard when expired	
PM 1.14/3:	0294	-Supplements	Discard if revised	
• PM 1.14/3-2:	0294	Operating Manual Update	Looseleaf. Discard pages if revised. Keep latest edition	
• PM 1.14/4:	0294	Notice and Posting System	Dated. Discard when expired	
PM 1.19:	0296-A	Interagency Training, Catalog of Courses	Dated. Discard when expired	
PM 1.19/4:	0291-G	Catalogs of Training Courses (various subjects)	Dated. Discard when expired	
PM 1.21/2:	0292	Announcement (of examination)	Dated. Discard when expired	
PM 1.25:	0293-A	Federal Facts (numbered)	Discard if revised	
PM 1.28:	0300-A	Personnel Management Series	Discard if revised	
PM 1.30:	0291	Position Classification Standard	Looseleaf. Discard pages if revised. Keep latest edition	
PM 1.30/A:	0291	Position Classification Standard for General Schedule Positions, Transmittal Sheets (separates)	Looseleaf. Discard pages if revised. Keep latest edition	
PM 1.31:	0290-N	Telephone Directory	Keep latest issue	
• PM 1.31/2:	0290-N-02	Organizational Directory of Key Officials	Keep current year and previous year	
PM 1.44:	0290-T	Index to Information	Keep latest issue	R
PM 1.46:	0291-H	Supervisory Training Institute, Curriculum Catalog, Fiscal Year	Dated. Discard when expired	
• PM 1.53:	0290-J-01	Forms	Keep latest issue	
EXECUTIVE OFFICE OF THE PRESIDENT				
• PREX 1.2:	0766-C-03	General Publications (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
PREX 1.10/6:	0766-C-04	... Annual National Ability Counts Contest (announcements)	Keep latest issue	
• PREX 1.10/8:	0766-C-05	... Handbooks, Manuals, Guides (various titles)	Discard if revised	
• PREX 1.10/9:	0766-C-01	... Bibliographies and Lists of Publications	Keep latest issue	R
• PREX 1.10/10:	0766-C-02	... Posters	Dated. Discard when expired	
MANAGEMENT AND BUDGET OFFICE				
• PREX 2.2:	0854	General Publications (various titles)	Discard if revised	
• PREX 2.4:	0854-D	OMB Circulars	Discard if revised	R
• PREX 2.6/2:	0854-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
PREX 2.20:	0853-A-01	Catalog of Federal Domestic Assistance	Looseleaf. Discard pages if revised. Keep latest edition	R
• PREX 2.23:	0853-A-04	Federal Acquisitions Institute: Publications	Keep latest edition	R
CENTRAL INTELLIGENCE AGENCY				
PREX 3.10:	0856-A-02	CIA Publications	Discard if revised	R
PREX 3.10/4:	0856-A-01	CIA Maps and Atlases	Discard if revised	R
PREX 3.10/7:	0856-A-04	Directorate of Intelligence Publications	Discard if revised	R
• PREX 3.10/7-2: to 10/7-4: & 10/7-6 to 10/7-25:	0856-A-04 and 0856-A-08	Directory of... Officials (various countries)	Discard if revised	R
PREX 3.11/2:	0856-A-05	Reference Aid: Chiefs of State and Cabinet Members of Foreign Government, CR, CS (Series)	Keep latest issue	R
PREX 3.15:	0856-A-07	The World Factbook	Keep latest issue	R
FEDERAL COORDINATING COUNCIL FOR SCIENCE, ENGINEERING, AND TECHNOLOGY				
• PREX 8.102:	0856-F	General Publications (various titles)	Discard if revised	
U.S. TRADE REPRESENTATIVE				
• PREX 9.2:	0857-G-01	General Publications (various titles)	Discard if revised	
DRUG ABUSE POLICY OFFICE				
• PREX 24.2:	0857-G-03	General Publications (various titles)	Discard if revised	
OFFICE OF NATIONAL DRUG CONTROL POLICY				
• PREX 26.8:	0857-R-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
VICE PRESIDENT OF THE U.S.				
• PRVP 42.2:	0851-J-01	General Publications (various titles)	Discard if revised	
RAILROAD RETIREMENT BOARD				
• RR 1.2:	0859	General Publications (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
• RR 1.6/2:	0859-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
DEPARTMENT OF STATE				
• S 1.2:	0876	General Publications (various titles)	Discard if revised	
S 1.8:	0865	Diplomatic List	Keep latest issue	R
S 1.21:	0876-C	Telephone Directory, Department of State, Agency for International Development, Arms Control and Disarmament Agency	Keep latest issue	
S 1.21/2:	0876-C-01	Directories	Keep latest edition	
S 1.25/4:	0877-B	Press Conference Series	Keep current year plus previous year	R
S 1.30/3-2:	0876-B-01	Selected State Department Publications	Keep current year	
S 1.30/5:	0876-B-01	Library of the Department of State, New Acquisitions for (month)	Keep current year	
S 1.40/2:	0876-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
S 1.40/5:	0876-B	Key Officers of Foreign Service Posts	Keep latest edition	
S 1.69:230	0863	Commercial Library Publications List	Keep latest issue	
S 1.69:249	0863	Foreign Service Careers	Keep latest edition	
S 1.69:291	0863	Commercial Library Operating Procedures Guide	Keep latest edition	
S 1.69:531	0863	State Department Publications Sales Catalog	Dated. Discard when expired	
S 1.69/2:	0863	Foreign Consular Offices in the United States	Keep latest issue	
S 1.76/3:	0888	Standardized Regulations (Government Civilians, Foreign Areas)	Looseleaf. Discard pages if revised. Keep latest edition	
S 1.76/3-2:	0888	Maximum Travel Per Diem Allowances for Foreign Areas	Keep latest issue	
S 1.76/4:	0768-M	U.S. Department of State Indexes of Living Cost Abroad, Quarters Allowances, and Hardship Differentials	Keep latest issue	
S 1.114/2:	0872-A	Foreign Service Institute: Basic Language Courses	Keep final edition	
• S 1.114/3:	0872-A	Foreign Service Institute: Publications	Keep latest issue	R
S 1.114/3-10:	0872-A	Foreign Service Institute: FSI Schedule of Courses	Dated. Discard when expired	
S 1.123:	0862-B	Background Notes on (various countries)	Keep latest issue for each country	R
S 1.123/2:	0862-B	Background Notes - Indexes	Keep latest edition	R
S 1.127:	0869-C	Post Reports (various countries)	Keep latest issue for each country	
S 1.139:	0863-A	Training Opportunities, Course Curriculum Catalog (annual)	Keep latest issue	

SuDocs	Item	Title	Retention	Regional
S 1.142/2:	0863-B	U. S. Foreign Affairs on CD-ROM	Keep latest edition	
S 9.10:	0899	Treaties and Other International Acts	Separate issues superseded by S 9.12:	
S 9.14:	0900-A	Treaties in Force	Keep latest issue	R
INTERNATIONAL DEVELOPMENT AGENCY				
• S 18.2:	0900-C-02	General Publications (various titles)	Discard if revised	
S 18.6/2:	0900-C-05	Procurement Regulations	Looseleaf. Discard pages if revised. Keep latest edition	
S 18.53:	0900-C-14	Country Profiles	Keep latest issue	
S 18.54:	0900-C-15	Regional Profiles	Keep latest issue	
S 18.61:	0900-C-21	AID Highlights	Keep current year plus previous year	R
SMALL BUSINESS ADMINISTRATION				
• SBA 1.2:	0901-B	General Publications (various titles)	Discard if revised	
SBA 1.2/10:	0901-B-03	Small Business Subcontracting Directory	Keep latest edition	
• SBA 1.3:	0901-K	Small Business Bibliographies	Discard if revised	R
• SBA 1.6:	0901-O	Regulations, Rules, Instructions	Discard if revised	R
SBA 1.10:	0901-E	Management Aids for Small Manufacturers	Discard if revised	
• SBA 1.12:	0901-C	Small Business Management Series	Discard if revised	R
SBA 1.13/3:	0901-D	U.S. Government Purchasing and Sales Directory	Keep latest edition	
SBA 1.13/4:	0901-D-01	Directories	Discard if revised	
SBA 1.13/5:	0901-D-01	Telephone Directory	Keep latest edition	
SBA 1.14:	0901-J	Small Marketers Aids	Separate issues superseded by annual (SBA 1.14/2:)	
SBA 1.18:	0901-N	Small Business Administration Publications (lists)	Keep latest issue	R
• SBA 1.19:	0901-P	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• SBA 1.32/2:	0901-E	Business Development Publication (series)	Discard if revised	R
• SBA 1.33/2:	0901-A-03	Posters	Dated. Discard when expired	
• SBA 1.35:	0901-L	Starting Out Series	Discard if revised	R
SBA 1.36:	0901-B-01	Firms in the 8(a) Business Development Program	Keep latest issue	R
• SBA 1.36/2:	0901-B-01	Fiscal Year ... Guarantees and 8(a) Contracts	Keep latest edition	
SBA 1.37:	0901-B-02	Pre-Solicitation Announcements, Small Business Innovation Research Programs	Keep latest issue	
• SBA 1.40:	0901-B-05	Forms	Discard if revised	

SuDocs	Item	Title	Retention	Regional
SBA 1.43:	0901-B-11	Nominate a Small Business Person or Advocate of the Year	Keep latest issue	
SECURITIES AND EXCHANGE COMMISSION				
• SE 1.2:	0904	General Publications (various titles)	Discard if revised	
• SE 1.5:	0906	Laws	Discard if revised	R
• SE 1.6:	0907	Regulations, Rules, Instructions	Discard if revised	R
SE 1.25/12:	0908-B	Securities and Exchange Commission News Digest	Information appears later in SEC Docket (SE 1.29:). Keep current year plus previous year	
SE 1.27:	0903-A	Directory of Companies Filing Annual Reports Under the Securities Exchange Act	Keep latest issue	R
SE 1.34:	0908-F	Official List of Section 13(f) Securities	Keep latest issue	R
• SE 1.36:	0904-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• SE 1.37:	0908-G	Forms	Discard if revised	
SMITHSONIAN INSTITUTION				
• SI 1.2:	0910	General Publications (various titles)	Discard if revised	
SI 1.17/2:	0909-C	Bibliographies and Lists of Publications	Keep latest edition	
SI 1.17/4:	0909-C	Smithsonian Institute Press, New Titles	Keep latest edition	
• SI 1.20:	0909-D	Handbooks, Manuals, Guides (various titles)	Discard if revised	
SI 1.36/2:	0910-A-02	Book Supplier Profile, RIF	Keep latest edition	
SI 1.44:	0910-W	Smithsonian Opportunities for Research and Study in History-Art-Science	Keep latest edition	
NATIONAL MUSEUM OF AMERICAN HISTORY/NATIONAL MUSEUM OF NATURAL HISTORY				
• SI 3.2:	0921	General Publications (various titles)	Discard if revised	
NATIONAL MUSEUM OF AMERICAN ART				
• SI 6.2:	0916	General Publications (various titles)	Discard if revised	
NATIONAL GALLERY OF ART				
• SI 8.2:	0917	General Publications (various titles)	Discard if revised	
• SI 8.8:	0917	Handbooks, Manuals, Guides (various titles)	Discard if revised	
SI 8.10:	0917-A	Posters	If dated, discard if expired or keep latest edition	
• SI 8.11:	0917-B	Film Calendar	Dated. Discard when expired	
SI 8.11/2:	0917-B	Calendar of Events	Dated. Discard when expired	
NATIONAL PORTRAIT GALLERY				
• SI 11.2:	0922-B	General Publications (various titles)	Discard if revised	
SI 11.15:	0922-E	National Portrait Gallery Calendar of Events	Dated. Discard when expired	

SuDocs	Item	Title	Retention	Regional
HIRSHHORN MUSEUM AND SCULPTURE GARDEN				
• SI 13.2:	0922-B-01	General Publications (various titles)	Discard if revised	
NATIONAL MUSEUM OF AFRICAN ART				
• SI 14.2:	0922-D-02	General Publications (various titles)	Discard if revised	
• SI 14.15:	0922-D-01	Calendar of National Museum of African Art	Dated. Discard when expired	
• SI 14.16:	0922-D	Educational Programs and Resources	Keep latest edition	
SOCIAL SECURITY ADMINISTRATION				
• SSA 1.2:	0517-B	General Publications (various titles)	Discard if revised	
• SSA 1.8:	0517-C	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• SSA 1.8/3:	0516-C-01	Social Security Handbook	Keep latest edition	R
• SSA 1.17/2:	0517-H-02	State Assistance Programs for SSI Recipients	Keep latest edition	
• SSA 1.19:	0517-E	Fact Sheets (various topics)	Keep latest issue	R
• SSA 1.20:	0517-F	When You Get Social Security Retirement or Survivors Benefits...	Keep latest edition	
• SSA 1.21:	0517-J	When You Get Social Security Disability Benefits...	Keep latest edition	
TREASURY DEPARTMENT				
• T 1.2:	0925	General Publications (various titles)	Discard if revised	
• T 1.4/2:	0924	Department Circulars	Discard if revised	
• T 1.10/2:	0926-A-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• T 1.28:	0924-A	Telephone Directory	Keep latest issue	
CUSTOMS SERVICE				
• T 17.2:	0950	General Publications (various titles)	Discard if revised	
• T 17.5/2:	0950-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• T 17.6/3-2:	0948-A-01	Keyword Worksheet	Keep latest edition	
• T 17.6/3-3:	0948-A-01	Keyword Directory	Keep latest edition	
• T 1.17.6/3-4:	0950-D	Customs Bulletin	Weekly issues superseded by bound (T 17.6/3-5:)	
• T 17.9:	0948-A	Customs Regulations of U.S.	Looseleaf. Discard pages if revised. Keep latest edition	
• T 17.9/2:	0948	--Pt. 2, Measurement of Vessels	Looseleaf. Discard pages if revised. Keep latest edition	
• T 17.13:	0950-E-01	Bibliographies and Lists of Publications	Keep latest edition	
• T 17.15/2:	0948-B-01	Directories	Keep latest edition	
• T 17.23:	0950-A	U.S. Customs Guide for Private Flyers (General Aviation Pilots)	Keep latest issue	

SuDocs	Item	Title	Retention	Regional
ENGRAVING AND PRINTING BUREAU				
T 18.6:	0953-A	Telephone Directory	Keep latest issue	
INTERNAL REVENUE SERVICE				
• T 22.2:	0956	General Publications (various titles)	Discard if revised	
T 22.2/11:	0956	Cumulative List of Organizations	Keep latest edition and its supplements	R
T 22.2/15: 7350	0956-J	Procedures on Ordering Forms	Discard if revised	
T 22.19:	0961	Regulations System	Looseleaf. Discard pages if revised. Keep latest edition	
• T 22.19/2:	0956-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
T 22.20/2:	0955-A	Circulars	Discard if revised	R
T 22.23:	0957	Internal Revenue Bulletin	Biweekly issues superseded by (T 22.25:) but only material of "permanent nature" included	
• T 22.23/A:	0957	Internal Revenue Bulletin (separates)	Discard with receipt of T 22.23:	
T 22.25/5:	0960-A	Index-Digest Supplement System: Service 1, Income Tax	Keep latest edition	
T 22.25/6:	0960-A-01	Index-Digest Supplement System: Service 2, Estate and Gift Tax	Keep latest edition	
T 22.25/7:	0960-A-02	Index-Digest Supplement System: Service 3, Employment Tax	Keep latest edition	
T 22.25/8:	0960-A-03	Index-Digest Supplement System: Service 4, Excise Taxes	Keep latest edition	
T 22.35/3:	0964	Statistics of Income (preliminary)	Loose issues superseded by final (T 22.35/2:)	
T 22.35/4 A:	0964-C	SOI Bulletin (separates)	Keep latest editions	
T 22.44:	0964-B	Your Federal Income Tax	Keep latest edition	R
T 22.44/2:	0964-B	Tax Information, IRS Publications (numbered)	Discard if revised	R
T 22.44/3:	0964-B	Catalog and Index to Taxpayer Information Publications	Keep latest edition	R
T 22.46/2:	0955-C	Media Feature Service	Keep latest issue	R
T 22.48:	0955-B	IRS Phone Book, National Office	Keep latest issue	
T 22.48/3:	0955-B-01	Telephone Directory, Salt Lake City District	Keep latest issue	
• T 22.48/4:	0955-B-01	International Telephone Directory	Keep latest issue	
• T 22.48/5:	0955-B-01	Ogden Service Center...Guide	Keep latest issue	
T 22.49:	0946-B-01	IRS Clip-Sheet	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• T 22.51:	0964-E	Forms	Keep latest issue	
• T 22.51/4:	0923-B-01	Federal Tax Forms (CD-ROM)	Cumulates. Keep latest annual disc	
• T 22.54:	0956-C	Directories	Keep latest edition	
MINT BUREAU				
• T 28.2:	0966	General Publications (various titles)	Discard if revised	
SECRET SERVICE				
• T 34.2:	0974	General Publications (various titles)	Discard if revised	
FINANCIAL MANAGEMENT SERVICE				
T 63.113/2-2:	0923-A-02	Daily Treasury Statement	Keep current year plus previous year	R
• T 63.123:	0928-E	Fact Sheets	Keep latest edition	R
PUBLIC DEBT BUREAU				
T 63.202/10:	0970-A-05	Telephone Listing Washington Area	Keep latest edition	
T 63.209/5:	0970-A-01	Tables of Redemption Values for \$25 Series E Savings Bonds	Keep latest edition	R
T 63.209/5-2:	0970-A-01	Tables of Redemption Values for \$50 series EE and \$25 Series E Savings Bonds	Keep latest edition	R
T 63.209/6:	0970-A-03	Tables of Redemption Values for United States Savings Bonds Series E	Keep latest edition	R
T 63.209/7:	0970-A-02	Tables of Redemption Values for United States Savings Bonds Series EE	Keep latest edition	R
• T 63.209/8-4:	0970-A-07	Series H/HH Savings Bonds	Keep latest edition	R
T 63.210:	0970-A	Table of Redemption Values for U.S. Savings Notes	Discard if revised	R
• T 63.212:	0970-A-08	Forms	Keep latest issue	
SAVINGS BOND DIVISION				
• T 66.2:	0971	General Publications (various titles)	Discard if revised	
• T 66.3/2:	0971-A-01	Semiannual Interest Rate Bulletins	Keep latest issue	
T 66.6/2:	0971-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
ALCOHOL, TOBACCO, AND FIREARMS BUREAU				
• T 70.2:	0971-B	General Publications (various titles)	Discard if revised	
T 70.10:	0971-E	Industry Circular	Keep current year plus previous year	R
• T 70.13:	0961-D	Bibliographies and Lists of Publications	Keep latest edition	R
T 70.14:	0971-B-01	State Laws and Published Ordinances	Keep latest edition	
• T 70.15:	0971-B	Firearms Curios and Relics List	Keep latest edition	R

SuDocs	Item	Title	Retention	Regional
OFFICE OF THRIFT SUPERVISION				
T 71.17:	0597-A-01	Savings and Home Financing Source Book	Keep latest edition	
DEPARTMENT OF TRANSPORTATION				
• TD 1.2:	0982-C-01	General Publications (various titles)	Discard if revised	
• TD 1.6:	0982-C-30	Regulations, Rules, Instructions	Discard if revised	R
• TD 1.8:	0982-C-05	Handbooks, Manuals, Guides (various titles)	Discard if revised	
TD 1.9:	0982-C-07	Telephone Directory	Keep latest issue	
• TD 1.9/4:	0982-C-07	Directories	Keep latest edition	
TD 1.52:	0982-C-27	Microcomputers in Transportation - Software and Source Book	Keep latest edition	
NATIONAL TRANSPORTATION SAFETY BOARD				
• TD 1.102:	0982-I-27	General Publications (various titles)	Discard if revised	
TD 1.115:	0982-I-01	Publications of National Transportation Safety Board (list)	Keep latest edition	
FEDERAL HIGHWAY ADMINISTRATION				
• TD 2.2:	0982-G-05	General Publications (various titles)	Discard if revised	
• TD 2.8:	0982-G-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
TD 2.36/3:	0982-G-24	FHWA Research and Development Implementation Catalog	Keep latest edition	R
• TD 2.59/2:	0982-G-38	Posters	If dated, discard when expired or keep latest edition	
TD 2.61:	0982-G-37	Driver License Administration Requirements and Fees	Keep latest edition	R
• TD 2.64/2:	0982-G-42	Graduate Fellowship Announcement	Dated. Discard when expired	
FEDERAL RAILROAD ADMINISTRATION				
• TD 3.2:	0701-B	General Publications (various titles)	Discard if revised	
• TD 3.6:	0701-A	Regulation, Rules, Instructions	Discard if revised	R
• TD 3.8:	0701-F	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• TD 3.16:	0701-G	Maps and Charts	Discard if revised	R
FEDERAL AVIATION ADMINISTRATION				
• TD 4.2:	0431-C-08	General Publications (various titles)	Discard if revised	
TD 4.6:	0431-C-13	Federal Aviation Regulations (parts)	Looseleaf. Discard pages if revised. Keep latest edition	
TD 4.6/3:	0431-C-13	Federal Aviation Regulations (volumes)	Looseleaf. Discard pages if revised. Keep latest edition	
• TD 4.8:	0431-C-04	Handbooks, Manuals, Guides (various titles)	Discard if revised	
TD 4.8/2:	0431-C-04	Handbooks (numbered)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
TD 4.8/5:	0431-A-27	Advisory Circulars	Discard if revised or canceled. Note: Use Advisory Circular Checklist (TD 4.8/5: 00-2) to determine status	
TD 4.10/2:	0431-A-15	Summary of Airworthiness Directives: Small Aircraft	Keep latest edition	
TD 4.10/3:	0431-A-15	- Large Aircraft	Keep latest edition	
TD 4.10/5:	0431-A-15	Index and User Guide, Vol. 1, Airworthiness Directives, Small Aircraft	Discard when annual (TD 4.10/2:) is received	
TD 4.10/5-2:	0431-A-15	Index and User Guide, Vol. 2, Airworthiness Directives, Large Aircraft	Discard when annual (TD 4.10/3:) is received	
• TD 4.12/2:	0431-C-05	Notices to Airmen (Domestic/International)	Keep latest issue	R
TD 4.12/3:	0431-C-05	Aeronautical Information Manual, Basic Flight Information and ATC Procedures	Keep latest edition	
TD 4.15/3:	0431-C-02	Type Certificate Data Sheets and Specifications: -v. 1, Single Engine Airplanes	Keep latest edition and its supplements	
TD 4.15/4:	0431-C-02	-v. 2, Small Multiengine Airplanes	Keep latest edition and its supplements	
TD 4.15/5:	0431-C-02	-v. 3, Large, Multiengine Airplanes	Keep latest edition and its supplements	
TD 4.15/6:	0431-C-02	-v. 4, Rotocraft, Gliders and Balloons	Keep latest edition and its supplements	
TD 4.15/7:	0431-C-02	-v. 5, Aircraft Engines and Propellers	Keep latest edition and its supplements	
TD 4.15/8:	0431-C-02	-v. 6, Aircraft Listing and Aircraft Engine and Propeller	Keep latest edition and its supplements	
TD 4.15/9:	0431-C-02	Index and User Guide For Type Certificate Data Sheets and Specifications	Keep latest issue	
TD 4.15/10:	0431-C-02	Amended Type Certificate Data Sheets and Specifications	Keep latest issue	
TD 4.17/6:	0431-A-30	Guide to FAA Publications, FAA-APA-PG (series)	Keep latest edition	R
TD 4.24:	0431-C-15	Standard Specifications for Construction of Airports	Looseleaf. Discard pages if revised. Keep latest edition	
TD 4.28:	0431-F-06	Acceptable Methods, Techniques and Practices: Aircraft Alterations	Looseleaf. Discard pages if revised. Keep latest edition	
TD 4.28/2:	0431-F-07	Acceptable Methods, Techniques and Practices: Aircraft Inspection Repair	Keep latest edition	
TD 4.32/21:	0431-A-48	FAA-T (series)	Keep latest issue	R
TD 4.36:	0431-A-05	Summary of Supplemental Type Certificates	Looseleaf. Discard pages if revised. Keep latest edition	

SuDocs	Item	Title	Retention	Regional
TD 4.51:	0431-A-32	FAA Catalog of Training Courses	Dated. Discard when expired	
TD 4.52:	0431-A-37	FAA Directory	Keep latest issue	
TD 4.52/2:	0431-A-37	Telephone Directory	Keep latest issue	
TD 4.60:	0431-C-28	Standard Instrument Approach Procedures Takeoff Minimums/ Departure Procedures	Looseleaf. Discard pages if revised. Keep latest edition	
AVIATION MEDICINE OFFICE				
TD 4.211:	0431-E-01	Directory, Aviation Medical Examiners	Keep latest edition	
• TD 4.213:	0982-L-07	Office of Aviation Medicine Encyclopedia of Medical Program Data (CD-ROM)	Keep latest edition	R
AIR TRAFFIC OPERATIONS SERVICE				
• TD 4.302:	0431-D-05	General Publications (various titles)	Discard if revised	
• TD 4.308:	0431-D-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
TD 4.308/2:	0431-D-01	Unites States of America AIP, Aeronautical Information Publication	Keep latest edition and its amendments	
TD 4.309:	0431-C-18	International Flight Information Manual	Keep latest edition	
TD 4.310:	0431-D-03	Location Identifiers	Keep latest edition	
TD 4.316:	0431-D-07	Minimum Enroute IFR Altitudes Over Particular Routes & Intersections	Keep latest edition	
FLIGHTS STANDARD SERVICE				
• TD 4.402:	0431-F-04	General Publications (various titles)	Discard if revised	
TD 4.409:	0431-C-06	General Aviation Inspection Aids Summary and Supplements	Keep latest edition and its supplements	R
TD 4.414:	0431-G-08	General Aviation Airworthiness Alerts	Keep current year plus previous year	R
COAST GUARD				
TD 5.2:	0934	General Publications (various titles)	Discard if revised	
TD 5.4/2:	0941-B	Navigation and Vessel Inspection Circulars (numbered)	Discard if revised	
TD 5.4/3:	0941-B	Boating Safety Circulars	Keep current year plus previous year	
• TD 5.6:	0943	Regulations, Rules, Instructions	Discard if revised	R
• TD 5.8:	0934-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• TD 5.9:V.1/	0936-A-01	Light List: v. 1, Atlantic Coast, St. Croix River, ME to Toms River, NJ	Keep latest edition	
• TD 5.9:V.2/	0936-A-02	Light List: v. 2, Atlantic Coast, Toms River, NJ to Little River, SC	Keep latest edition	
• TD 5.9:V.3/	0936-A-03	Light List: Pacific Coast	Keep latest edition	
• TD 5.9:V.4/	0936-A-04	Light List: Gulf of Mexico	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• TD 5.9:V.5/	0936-A-05	Light List: Mississippi River	Keep latest edition	
• TD 5.9:V.6/	0936-A-06	Light List: Pacific Coast & Pacific Islands	Keep latest edition	
• TD 5.9:V.7/	0936-A-07	Light List: Great Lakes, US and Canada	Keep latest edition	
TD 5.12/2:	0931-A-04	Merchant Vessels of the United States	Keep latest edition and its supplements	R
TD 5.16:	0930-B	Coast Guard Academy Catalog	Keep latest edition	
TD 5.16/2:	0930-B	Coast Guard Academy Bulletin of Information	Keep latest edition	
• TD 5.19:	0942	Register of Officers	Keep latest issue	
• TD 5.19/2:	0942	Register of Reserve Officers	Keep latest issue	
• TD 5.19/3:	0942	Register of Military Personnel in Washington, DC Area	Keep latest issue	
TD 5.20:	0933-A	Equipment Lists	Keep latest edition	
• TD 5.21/4:	0931-A-15	Bibliographies and Lists of Publications	Keep latest edition	R
TD 5.21/6:	0931-A-12	Directives, Publications and Reports Index	Keep latest edition	
TD 5.44:	0931-E	National Contingency Plan Emergency... National	Keep latest edition	
TD 5.44:1/ to 10/	0931-E-01 to 0931-E-10	National Contingency Plan Emergency ... Regions	Keep latest edition of each region	
TD 5.55:	0934-G	Coast Guard Telephone Directory	Keep latest edition	
TD 5.56:	0934-B	Special Notice to Mariners	Keep latest edition	
• TD 5.57:1/	0934	Merchant Marine Exam. Questions (series) Rules of the Road	Keep latest edition	
• TD 5.57:2/	0934	Merchant Marine Exam. Questions (series) Deck General	Keep latest edition	
• TD 5.57:3/	0934	Merchant Marine Exam. Questions (series) Navigation General	Keep latest edition	
• TD 5.57:4/	0934	Merchant Marine Exam. Questions (series) Deck Safety	Keep latest edition	
• TD 5.57:5/	0934	Merchant Marine Exam. Questions (series) Navigation Problems	Keep latest edition	
• TD 5.57:6/	0934	Merchant Marine Exam. Questions (series) Limited Licenses, Able Seaman, Lifeboatman, and Tankerman	Keep latest edition	
• TD 5.57:7/	0934	Merchant Marine Exam. Questions (series) Limited Licenses, Able Seaman, Lifeboatman, and Tankerman	Keep latest edition	
• TD 5.57:11/	0934	Merchant Marine Exam. Questions (series) Engineering General Subjects	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
• TD 5.57:12/	0934	Merchant Marine Exam. Questions (series) Electricity	Keep latest edition	
• TD 5.57:13/	0934	Merchant Marine Exam. Questions (series) Steam Plants	Keep latest edition	
• TD 5.57:14/	0934	Merchant Marine Exam. Questions (series) Motor Plants and Auxiliary Boilers	Keep latest edition	
• TD 5.57:15/	0934	Merchant Marine Exam. Questions (series) Engineering Safety	Keep latest edition	
• TD 5.61:	0931-A-15	Standard Distribution List	Keep latest edition	
FEDERAL TRANSIT ADMINISTRATION				
• TD 7.2:	0982-H-02	General Publications (various titles)	Discard if revised	
• TD 7.8:	0982-H-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• TD 7.10:	0982-H-05	Bibliographies and Lists of Publications	Keep latest edition	R
NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION				
• TD 8.2:	0982-D-01	General Publications (various titles)	Discard if revised	
• TD 8.6/2:	0982-D-03	Federal Motor Vehicle Safety Standards and Regulations	Looseleaf. Discard pages if revised. Keep latest edition	
• TD 8.8:	0982-D-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
MATERIALS TRANSPORTATION BUREAU				
• TD 9.2:	0982-J-01	General Publications (various titles)	Discard if revised	
• TD 9.8:	0982-J-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
RESEARCH AND SPECIAL PROGRAMS ADMINISTRATION				
• TD 10.2:	0982-K-02	General Publications (various titles)	Discard if revised	
• TD 10.6:	0982-K-02	Pipelines Safety Regulations...	Keep latest edition	R
• TD 10.8:	0982-K-03	Handbooks, Manuals, Guides (various titles)	Discard if revised	
MARITIME ADMINISTRATION				
• TD 11.2:	0235	General Publications (various titles)	Discard if revised	
• TD 11.8:	0235-B	Handbooks, Manuals, Guides (various titles)	Discard if revised	
VETERANS AFFAIRS DEPARTMENT				
• VA 1.2:	0985	General Publications (various titles)	Discard if revised	
• VA 1.3/3:	0983-C	Recruitment Bulletin	Keep latest issue	
• VA 1.10:	0987	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• VA 1.10/3:	0987	Program Guide, PG (series)	Discard if revised	R
• VA 1.10/4:	0987	Guides, G (series)	Discard if revised	R
• VA 1.10/5:	0987	Handbooks (numbered)	Discard if revised	R

SuDocs	Item	Title	Retention	Regional
• VA 1.16:	0985-N	Posters	If dated, discard when expired or keep latest edition	
VA 1.18:	0987	Manuals	Discard if revised	
VA 1.19:	0988	VA Pamphlets	Discard if revised	
VA 1.20:	0986	Department of Veterans Affairs Publications Index	Keep latest edition	
VA 1.20/3:	0983-A	Bibliographies	Keep latest edition	R
VA 1.20/4:	0983-A-01	VA Catalogs (numbered)	Keep latest edition	
VA 1.22:	0986-A	Information Bulletins	Discard if revised	R
VA 1.22/3:	0986-A	Handbook of Hearing Aid Measurement	Keep latest issue	
VA 1.34:	0989-B	VA Fact Sheets, IS-(Series)	Discard if revised	R
VA 1.38:	0989-A	Training Guides	Discard if revised	
VA 1.43/5:	0987-C	Summary of Medical Programs	Keep current year plus previous year	
VA 1.46:	0985-A	Government Life Insurance Programs for Veterans and Members of the Services	Keep latest edition	
VA 1.46/2:	0983	Servicemen's and Veterans Group Life Insurance Programs	Keep latest edition	
VA 1.53:	0989-B	Department of Memorial Affairs, VA-DMA-IS (series)	Discard if revised	R
VA 1.55/2:	0983-A-03	Digest, Inspector General Report to the Congress	Discard if complete report (VA 1.55) is received	
VA 1.58:	0985-B	Legislative Status Reports	Irregular - cumulates at the end of Congress	
VA 1.60:	0983-A-04	Telephone Directory	Keep latest issue	
VA 1.62:	0983-A-07	Directory of Veterans Service Organizations	Keep latest edition	R
VA 1.62/2:	0983-A-10	Directories	Keep latest edition	
VA 1.63:	0983-A-08	VA Health Professional Scholarship Program, Publications	Dated. Discard when expired	
VA 1.69:	0983-A-04	Consolidated Address and Territorial Bulletin	Keep latest edition	
VA 1.70:	0987-F	Maps and Atlases	Discard if revised	
VA 1.73:	0985-F	Drug Formulary	Keep latest issue	
VA 1.73/2:	0985-F	Drug Index "Formulary"	Keep latest issue	
VA 1.73/3:	0985-F-01	VA Lakeside Medical Center Formulary	Keep latest issue	
VA 1.73/5:	0985-F-03	VA Medical Center, Tucson, AZ, Formulary	Keep latest issue	
VA 1.73/6:	0985-F-03	Formulary, VA Medical Center Sepulveda, CA	Keep latest issue	
VA 1.77:	0985-J	VA ADP and Telecommunications Plan	Keep latest only	
VA 1.77/2:	0985-J	DM&S ADP Plans	Keep latest only	

SuDocs	Item	Title	Retention	Regional
VA 1.78:	0985-F	West Side VA Medical Center Formulary	Keep latest issue	
VA 1.79:	0985-L	Important Information About You and Your Medication...	Discard if issue on specific medication is revised	
VA 1.81:	0985-R	Networked Audiovisuals	Keep latest edition	
VA 1.85:	0987-J	Forms	Discard if revised	
• VA 1.86:	0983-D	Information Systems Strategic Plan	Dated. Discard when expired	
• VA 1.91:	0983-A-02	Medical Research Service Advisory Groups	Keep latest edition	
CONGRESS				
X 1.1/A:	0994-B & C	Congressional Record	Daily issues superseded by bound (X 1.1:); Do not discard daily issues until receipt of all parts and index of bound set for that volume	
HOUSE OF REPRESENTATIVES				
• Y 1.2:	0998	General Publications (various titles)	Discard if revised	
Y 1.2/2:	0998-A	Calendar of the U.S. House of Representatives and History of Legislation	Each issue supersedes previous day. Keep latest Monday issue for index. All daily issues superseded by final edition for session, then final edition for Congress	R
Y 1.2/5:	0991	U.S. Code and Supplements	Keep latest edition and latest complete supplement	R
• Y 1.2/5:	0991-B	U.S. Code (CD-ROM)	Keep latest disc	
• Y 1.2/6:	0998	List of Standing Committees	Keep latest edition	R
Y 1.2/7:	0998	Telephone Directory	Keep latest edition	
SENATE				
Y 1.3/3:	0998-B	Calendar of Business, Senate	Keep issues for current Congress and one year past the adjournment of the Congress	R
Y 1.3/9:	0998-A-01	List of Standing Committees	Keep latest edition	R
Y 1.3/10:	0998-A-01	Telephone Directory	Keep latest edition	
CONGRESS				
Y 1.4/1: to /9:	1006-A	Senate and House Bills and Resolutions	Keep for one year after the adjournment of the originating Congress	R
ADMINISTRATIVE CONFERENCE OF UNITED STATES				
• Y 3.AD 6:2 R 86/	1049-G-01	Negotiated Rulemaking Sourcebook	Discard if revised	
Y 3.AD 6:8 R	1049-H-01	A Guide to Federal Agency Rulemaking	Discard if revised	

SuDocs	Item	Title	Retention	Regional
ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS				
• Y 3.AD 9/8:2	1049-D	General Publications (various titles)	Discard if revised	
• Y 3.AD 9/8:10	1049-D	Bibliographies and Lists of Publications	Keep latest edition	
Y 3.AD 9/8:20/	1049-D	Characteristics of Federal Grant-In-Aid Programs	Discard if revised	
AMERICAN BATTLE MONUMENTS COMMISSION				
Y 3.AM 3:C 33/	1050	American Memorials and Overseas Military Cemeteries	Keep latest edition	
ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD				
• Y 3.B 27:2	1062-D-01	General Publications (various titles)	Discard if revised	
• Y 3.B 27:8	1062-D-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
Y 3.B 27:15	1062-D-01	Access America	Keep latest edition	
CONSUMER PRODUCT SAFETY COMMISSION				
• Y 3.C 76/3:2	1062-C	General Publications (various titles)	Discard if revised	
Y 3.C 76/3:5	1062-C-04	Laws	Discard if revised	R
• Y 3.C 76/3:8	1062-C-06	Handbooks, Manuals, Guides (various titles)	Discard if revised	
Y 3.C 76/3:11	1062-C-07	Fact Sheets	Discard if revised	
Y 3.C 76/3:11-3	1062-C-15	Alert Sheets	Discard if revised	
Y 3.C 76/3:23	1062-C-19	CPSC Telephone Directory	Keep latest issue	
• Y 3.C 76/3:27	1064-B	MECAP News	Keep current year plus previous year	R
FEDERAL ELECTION COMMISSION				
• Y 3.EL 2/3:2	1091-A	General Publications (various titles)	Discard if revised	
Y 3.EL 2/3:5	1091-A	Federal Election Campaign Laws	Keep latest edition	R
Y 3.EL 2/3:6	1091-A	Regulations, Rules, Instructions	Keep latest edition	R
• Y 3.EL 2/3:8	1091-A	Handbooks, Manuals, Guides (various titles)	Discard if revised	
Y 3.EL 2/3:11/	1091-A	Federal Election Commission Record	Keep current year plus previous year	
Y 3.EL 2/3:12/	1091-A	Election Case Law	Keep latest edition	
Y 3.EL 2/3:13	1091-A	Campaign Guides...	Keep latest edition	
Y 3.EL 2/3:14/	1091-A	Election Directory	Keep latest edition	
Y 3.EL 2/3:14-2/	1091-A	Combined Federal State Disclosure Directory	Keep latest edition	
• Y 3.EL 2/3:19	1091-A-01	Selected Court Case Abstracts	Keep latest cumulation	

SuDocs	Item	Title	Retention	Regional
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION				
Y 3.EQ 2:2	1059-A-01	General Publications (various titles)	Discard if revised	
Y 3.EQ 2:8	1059-A-01	Handbooks, Manuals, Guides (various titles)	Looseleaf. Discard pages if revised. Keep latest edition	
• Y 3.EQ 2:13	1059-A-01	Posters	If dated, discard when expired or keep latest issue	
• Y 3.EQ 2:18-2/yr-no./APPEL	1059-A-02	Indexes ... EEOC Decisions. Appellant Index	Keep latest issue	
• Y 3.EQ 2:18-2/yr-no./CASE	1059-A-02	Indexes ... EEOC Decisions. Case Index	Keep latest issue	
OFFICE OF GOVERNMENT ETHICS				
• Y 3.ET 3:2	1089-T	General Publications (various titles)	Discard if revised	
• Y 3.ET 3:16	1089-T-02	Ethics (CD-ROM)	Keep latest edition	R
EXPORT-IMPORT BANK OF UNITED STATES				
Y 3.EX 7/3:5	1060	Laws	Keep latest edition	
FEDERAL DEPOSIT INSURANCE CORPORATION				
• Y 3.F 31/8:31	1061-K-10	Real Estate Asset Inventory	Keep latest edition	
FEDERAL EXECUTIVE BOARD				
• Y 3.F 31/20:2	1061-E	General Publications (various titles)	Discard if revised	
Y 3.F 31/20:8-2/	1061-E-01	Fiscal Year Directory Baltimore Federal Executive Board	Keep latest edition	
FEDERAL LABOR RELATIONS AUTHORITY				
• Y 3.F 31/21-3:8	1061-G-05	Handbooks, Manuals, Guides (various titles)	Discard if revised	
Y 3.F 31/21-3:9/CAS	1061-G-01	FLRA Report of Case Decisions	Preprints superseded by cumulations	
Y 3.F 31/21-3:9-4/	1061-G-01	Citator: Decisions of the Federal Labor Relations Authority	Discard supplements as revised	
Y 3.F 31/21-3:10-3/	0762-D-12	Subject Matter Indexes to Decisions of the Federal Labor Relations Authority	Discard supplements as revised	
U.S. HOLOCAUST MEMORIAL COUNCIL				
• Y 3.H 74:2	1070-K-01	General Publications (various titles)	Discard if revised	
• Y 3.H 74:8	1070-K-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• Y 3.H 74:9	1070-K-01	Posters	If dated, discard when expired or keep latest edition	
• Y 3.H 74:13	1070-K-01	Bibliographies and Lists of Publications	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
NATIONAL INSTITUTE FOR LITERACY				
• Y 3.L 71:15/	1089-V	Literacy News	Keep current year plus previous year	R
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE				
• Y 3.N 21/29:2	1089-U-03	General Publications (various titles)	Discard if revised	
• Y 3.N 21/29:8	1089-U-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• Y 3.N 21/29:10	1089-U-10	Directories	Discard if revised	
• Y 3.N 21/29:16-2	1089-U-05	Americorps: General Publications (various titles)	Discard if revised	
• Y 3.N 21/29:16-3	1089-U-06	Americorps: Handbooks, Manuals, Guides (various titles)	Discard if revised	
• Y 3.N 21/29:17-2	1089-U-09	VISTA: General Publications (various titles)	Discard if revised	
• Y 3.N 21/29:17-3	1089-U-07	VISTA: News Flash	Keep current year	
• Y 3.N 21/29:17-4	1089-U-08	VISTA Forms	Discard if expired	
• Y 3.N 21/29:17-16	1089-U-15	VISTA Directories	Keep latest edition	
NUCLEAR REGULATORY COMMISSION				
Y 3.N 88:6	1052	NRC Rules & Regulations, Title 10, CFR	Discard revised pages	
Y 3.N 88:6-2	1051-R-01 to 10	Regulatory Guides, nos. 1-10	Discard when revised	
Y 3.N 88:7/	1051-H-26	News Releases	Keep current year plus previous year	
• Y 3.N 88:8	1051-H-18	Handbooks, Manuals, Guides (various titles)	Discard if revised	
Y 3.N 88:11-2/	1051-J-01	Nuclear Regulatory Commission Issuances	Superseded by cumulation (Y 3.N 88:11)	
Y 3.N 88:14	1051-H-19	Telephone Directory	Keep latest edition	
• Y 3.N 88:15	1051-T	Licensed Operating Reactors, Status Summary Report (diskette)	Keep December cumulation on diskette	
Y 3.N 88:21-3/	1051-H-14	Regulatory & Technical Reports	Quarterly superseded by annual	
Y 3.N 88:23/	1051-H-9	USNRC Staff Practice and Procedure Digest	Looseleaf. Discard pages if revised. Keep latest edition	
Y 3.N 88:31/	1051-H-20	NRC Brochure Reports (NUREG BR series)	Discard if revised	
Y 3.N 88:52	1051-H-39	Directories	Discard if revised	
OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION CENTER				
• Y 3.OC 1:6	1070-L-01	Regulations, Rules, Instructions (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
Y 3.OC 1.8: P 94	1070-L	Guide to Procedures of the OSHRCC	Keep latest edition	
PANAMA CANAL COMMISSION				
• Y 3. P 19/2:9/	1089-K	Panama Canal Spillway	Keep current year plus previous year	R
U.S. INSTITUTE OF PEACE				
• Y 3.P 31:2	1063-K-02	General Publications (various titles)	Discard if revised	
• Y 3.P 31:8	1063-K-05	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• Y 3.P 31:13	1063-K-06	Forms	Discard if expired	
PENSION BENEFIT GUARANTY CORPORATION				
Y 3.P 38/2:2	1070-N	General Publications (various titles)	Discard if revised	
Y 3.P 38/2:9	1070-N	Telephone Directory	Keep latest edition	
Y 3.P 38/2:11	1070-N	Forms	Discard if expired	
POSTAL RATE COMMISSION				
Y 3.P 84/4:2	1092	General Publications (various titles)	Discard if revised	
SELECTIVE SERVICE SYSTEM				
Y 3.SE 4:26	1075-A	Telephone Directory	Keep latest issue	
U.S. SENTENCING COMMISSION				
• Y 3.SE 5:2	1094	General Publications (various titles)	Discard if revised	
Y 3.SE 5:8	1094	Handbooks, Manuals, Guides (various titles)	Discard if revised	
• Y 3.SE 5:15/	1094	Reprint Series	Discard if full piece is in collection	
TENNESSEE VALLEY AUTHORITY				
• Y 3.T 25:2	1082	General Publications (various titles)	Discard if revised	
Y 3.T 25:64	1082-L	Directories	Discard if revised	

SuDocs	Item	Title	Retention	Regional
STANDING, SELECT, AND SPECIAL COMMITTEES (AS APPOINTED)				
Y 4. various Cutters	1000-B & C 1002-A & B 1003-A & B 1004-C & D 1009-B & C 1009-B-01 & C-01 1009-B-04 & C-04 1009-B-05 & C-05 1009-B-06 & C-06 1009-B-07 & C-07 1009-B-12 & C-12 1010-A & B 1011 & A 1012-A & B 1012-A-01 & B-01 1013-A & B 1014-A & B 1015-A & B 1016-A & B 1017-A & B 1017-A-05 & B-05 1018-A & B 1019-A & B 1019-A-01 & B-01 1020-A & B 1021-B & C 1022-B & C 1023-A & B 1024-A & B 1024-A-02 & B-02 1025-A-01 & A-02 1025-B-01 & B-02 1025-C & D 1027-A & B 1028-A & B 1031-A & B 1032-C & D 1033 & A 1034-A & B 1035-A-01 & A-02 1035-B-01 & B-02 1035-C & D 1037-B & C 1038-A & B 1039-A & B 1040-A & B 1042-A & B 1043-A & B 1045-A & B 1046-A-01 & A-02 1046-B & C 1049-J & K 1089-C & D	Legislative Calendars	<p>Keep final edition from each Congress for each committee one year from end of Congress.</p> <p>House committees generally have a separate class stem for calendars.</p> <p>As Senate committees have the "catch all" Hearings, Prints, and Miscellaneous Publications, it will be more time-consuming to identify this material.</p> <p>Some committees may not have issued calendars.</p>	

SuDocs	Item	Title	Retention	Regional
STANDING, SELECT AND SPECIAL COMMITTEES (AS APPOINTED)				
Y 4.various Cutters	1000-B & C	Rules	Keep latest edition for each committee.	
	1002-A & B			
	1003-A & B			
	1004-C & D		House committees generally have a separate class stem for rules.	
	1009-B & C			
	1009-B-01 & C-01			
	1009-B-04 & C-04		As Senate committees have the "catch all" Hearings, Prints, and Miscellaneous Publications, it will be more time-consuming to identify this material.	
	1009-B-05 & C-05			
	1009-B-06 & C-06			
	1009-B-07 & C-07		Some committees may not have issued rules.	
	1009-B-12 & C-12			
	1010-A & B			
	1011 & A			
	1012-A & B			
	1012-A-01 & B-01			
	1013-A & B			
	1014-A & B			
	1015-A & B			
	1016-A & B			
	1017-A & B			
	1017-A-02 & B-02			
	1018-A & B			
	1019-A & B			
	1019-A-01 & B-01			
	1020-A & B			
	1021-B & C			
	1022-B & C			
	1023-A & B			
	1024-A & B			
	1024-A-02 & B-02			
	1025-A-01 & A-02			
	1025-B-01 & B-02			
	1025-C & D			
	1027-A & B			
	1028-A & B			
	1031-A & B			
	1032-C & D			
	1033 & A			
	1034-A & B			
	1035-A-01 & A-02			
	1035-B-01 & B-02			
	1035-C & D			
	1037-B & C			
	1038-A & B			
	1039-A & B			
	1040-A & B			
	1042-A & B			
	1043-A & B			
	1045-A & B			
	1046-A-01 & A-02			
	1046-B & C			
	1049-J & K			
	1089-C & D			

SuDocs	Item	Title	Retention	Regional
COMMITTEE ON ARMED SERVICES (HOUSE)				
Y 4.AR 5/2: L 44	1012-A & B	Laws	Keep latest edition	
Y 4.AR 5/2: T 53/3	1012-A & B	Title 10, United States Code ...	Keep latest edition	
COMMITTEE ON BANKING, FINANCE SERVICES (HOUSE)				
Y 4.B 22/1: H 81	1013-A & B	Basic Laws on Housing and Community Development	Keep latest edition	
COMMITTEE ON ECONOMIC & EDUCATIONAL OPPORTUNITIES (HOUSE)				
Y 4.ED 8/1:	1015-A & B	Compilation of the Juvenile Justice and Delinquency Prevention Act of 1974 ...	Keep latest compilation	
Y 4.ED 8/1:	1015-A & B	Compilation of the Low-Income Home Energy Assistance Act of 1981 ...	Keep latest compilation	
Y 4.ED 8/1:	1015-A & B	Compilation of the Older Americans Act of 1965 ...	Keep latest compilation	
Y 4.ED 8/1- 12:	1015-A & B	Compilation of Federal Education Laws	Keep latest compilation	
SELECT COMMITTEE ON ETHICS (SENATE)				
Y 4.ET 3/4:	1009-B-04 & 1009-C-04	Interpretative Rulings of the Select Committee on Ethics	Keep latest edition	
COMMITTEE ON FOREIGN RELATIONS (SENATE)				
Y 4.F 76/2: L 52/	1039-A & B	Legislation on Foreign Relations Through (yr)	Keep latest compilation	R
COMMITTEE ON JUDICIARY (HOUSE)				
Y 4.J 89/1-10:	1020-A & B	Federal Rules of Appellate Procedure With Forms	Keep latest edition	
Y 4.J 89/1-11:	1020-A & B	Rules of Civil Procedure for the U.S. District Court	Keep latest edition	R
Y 4.J 89/1-12:	1020-A & B	Rules of Criminal Procedure for the United States District Courts	Keep latest edition	R
Y 4.J 89/1: R 86/	1020-A & B	Federal Rules of Evidence	Keep latest edition	R
JOINT COMMITTEE ON PRINTING				
Y 4.P 93/ 1-10:D 44/	1004-E	A Directory of U.S. Government Depository Libraries	Keep latest edition	
• Y 4.P 93/1:6	0992-A	Government Printing and Binding Regulations	Keep latest edition	
• Y 4.P 93/1:7	1004-B	Government Paper Specifications Standards	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
COMMITTEE ON WAYS AND MEANS (HOUSE)				
Y 4.W 36:10-3/	1028-A & B	Compilation of the Social Security Laws	Keep latest compilation	

SuDocs	Item	Title	Retention	Regional
DISCONTINUED OR INACTIVE TITLES SINCE 1992				
A 1.10/A:	0017	Yearbook	Discard if select A 1.10:	
A 1.76:	0003	Agricultural Handbooks	Discard if revised	
A 62.15:	0071-E	Handbooks, Manuals, Guides (various titles)	Discard if revised	
A 82.98:	0024-G-03	Warehouses Licensed Under U.S. Warehouse Act	Keep latest edition	
A 82.311:	0034-A	Charts Providing Graphic Summary of Operations	Keep latest edition	R
A 110.14:	0031-C-02	Foreign Plants Certified to Export Meat to the United States	Discard if revised	
A 111.8:	0125-B-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
AA 1.2:V 88/	0074-C-03	Volunteers in Service to America	Keep latest edition	R
AA 1.8:	0074-C-11	Handbooks, Manuals, Guides (various titles)	Looseleaf. Discard pages if revised. Keep latest edition	
AA 1.8/2:	0074-C-05	ACTION Handbooks	Looseleaf. Discard pages if revised. Keep latest edition	
AA 1.11:	0030-A-02	ACTION Pamphlets	Discard if revised	
AA 1.19:	0074-C-12	Forms	Discard if revised	
AA 1.20:	0074-C-13	Directories	Keep latest edition	
AA 3.8:	0074-D-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	
AE 1.110/2:	0569-C-02	List of Audiovisual Materials Produced by the United States Government	Discard if revised	
AE 2.113:	0574-A-01	Codification of Presidential Proclamations & Executive Orders	Keep latest edition. Watch inclusive dates (previously classed as GS 4.113/3:)	
C 1.24/3:	0127	Commerce Publications Update	Keep current year plus previous year	
C 1.37/2:	0126-C-04	Megamarketplace East, Directory of Women Business Owners	Keep latest edition	
C 1.37/3:	0126-C-04	Directory of Women Business Owners, Megamarketplace East/West	Keep latest edition	
C 1.61:	0126-D-02	Interagency Auditor Training Center Bulletin	Keep latest edition	
C 1.88/2:	0128-N	National Economic, Social & Environmental Data Bank	Keep latest edition	
C 3.31/7:	0152-B-01 thru 0152-B-53	Census of Agriculture: Preliminary or Advance Reports	Not published for the 1992 Economic Census	

SuDocs	Item	Title	Retention	Regional
C 3.223/18:	0159-B-01 thru 0159-B-53	Census of Population and Housing: Summary Reports	Summary reports were issued, but are not superseded by any other report in the 1990 Census	
C 3.223/19:	0159-B-01 thru 0159-B-53	Census of Population and Housing: Advance Reports	Not published for the 1990 decennial census	
C 3.238/4:	0142-D	Address List, National Clearinghouse for Census Data	Apparently no longer being published	
C 3.240/3:	0142-D	Data Access Descriptions: Computer Tape Series	Apparently no longer being published	
C 3.240/5:	0142-D	Access Descriptions: Collection, Evaluation and Processing	Apparently no longer being published	
C 3.255/3-2:	0133	Census of Retail Trade: Industry Series, Preliminary Reports	Not published for 1987 or 1992 Economic Census	
C 3.256/3-2	0133-B-01	Census of Wholesale Trade: Industry Series	Not published for 1987 or 1992 Economic Census	
C 3.257/3-2:	0133-C-01	Census of Service Industries: Advance Reports	Not published for 1987 or 1992 Economic Census	
C 3.257/3-3:	0133-C-01	Census of Service Industries: Industry Series, Preliminary Reports	Not published for 1987 or 1992 Economic Census	
C 3.262:	0148-F	Directory of Data Files	Published in 1979. Apparently no longer being published	
C 51.11/2:	0188-A-03	Directory of Computer Software	Keep latest edition	
C 51.11/2-2:	0188-A-03	Directory of Computerized Data Files	Keep latest edition	R
C 51.12:	0188-A-08	Special Foreign Currency Science Information Program	Keep latest edition	
C 51.15:	0188-A-09	Directory of Federal Statistical Data Files	Keep latest edition	
C 55.416/7-3:	0192-A-08	VFR/IFR Wall Planning Chart (West)	Discontinued	
C 55.416/7-4:	0192-A-08	VFR/IFR Wall Planning Chart (East)	Discontinued	
C 55.421:	0199	Tide Tables--West Coast	Keep latest edition	R
C 55.421/2:	0197	Tide Tables--East Coast	Keep latest edition	R
C 55.421/3:	0198	Tide Tables: Europe and West Coast of Africa	Keep latest edition	R
C 55.421/4:	0196	Tide Tables: Central and Western Pacific	Keep latest edition	R
C 55.425:	0190	Tidal Current Tables: Atlantic Coast	Keep latest edition	
C 55.425/2:	0191	Tidal Current Tables: Pacific Coast	Keep latest edition	
C 55.427:	0192-A-22	Pacific Chart Supplement	Discontinued	
C 55.502:	0207-B-01	General Publications (various titles)	Discard if revised	
C 55.508:	0207-B-02	Handbooks, Manuals, Guides (various titles)	Discard if revised	

SuDocs	Item	Title	Retention	Regional
C 61.11:	0231-I	Foreign Economic Trends (series)	Superseded notes are on individual issues. Discontinued with issue 93-12	
C 61.12:	0231-B	Overseas Business Reports (series)	Superseded notes appear on issues. Now available on NTDB CD-ROM, C 1.88:	
C 61.23/2:	0212	Export Administration Bulletin	Keep issues until replaced by C 61.23:	
C 61.30:	0231-M-01 to 0231-M-50	State Export Series	Keep latest issues for each state. (Class change, see C 61.30/1: to C 61.30/50:)	
D 1.7:	0304-H	Telephone Directory	Keep latest issue	
D 1.76/2:	0314-G	Federal Supply Classification Listings of DOD Standardization Documents	Keep latest edition	
D 5.12:	0315-C	Joint Publications	Keep latest edition	R
D 5.111:	0315-D-02	Global AUTOVON Telephone Directory	Keep latest edition	
D 5.351/2:1/	0378-E-11	Catalog of Maps, Charts, and Related Products Vol. 1	See C 55.440:1/	
D 5.351/2-2:	0378-E-11	Quarterly Bulletin	Keep latest edition	
D 5.352:	0378-D-01	Catalog ... Defense Mapping School	Keep latest edition	
D 5.352/2:	0378-D-02	Student Text Series	Keep latest issues	
D 5.355:1144	0378-E-35	Series 1144 The World	Keep latest revision	
D 5.355:1145	0378-E-35	Series 1145 The World	Keep latest revision	
D 5.355:1150	0378-E-35	Series 1150 The World	Keep latest revision	
D 5.355:1209	0378-E-07	Series 1209 Europe	Keep latest revisions	
D 5.355:5104	0378-E-06	Series 5104 USSR and Adjacent Areas	Keep latest revisions	
D 7.6/2:	0314-A	Handbooks (H series)	Discard if revised	
D 7.6/9:	0314-A	HQM (Series)	Keep latest edition	
D 7.6/15:	0314-A	MILSTRIP: Foreign Military Sales Customer Procedures	Keep latest editions	
D 7.6/16	0314-A	---Routing Identifier Codes	Keep latest editions	
D 7.6/17:	0314-A	---Procedures	Keep latest editions	
D 7.8/9:	0314-A	HQM (Series)	Keep latest edition	
D 7.28:	0314-L-07	Freight Classification Data File, Basic	Keep latest edition	
D 14.8/2:	0320-B-01	Student Manual (SM series)	Keep latest edition	
D 14.8/4:	0857-D-12	Instructors Guide (IG series)	Keep latest editions	

SuDocs	Item	Title	Retention	Regional
D 14.9:	0320-B-02	Technical Report Series	Discard if revised	
D 14.10:	0857-D-11	Miscellaneous Publications (MP series)	Discard if revised	
D 14.17:	0320-B-11	Research Study (RS series)	Discard if revised	
D 101.9/2:	0323	(Command and Installation Regulations)	Keep latest edition	
D 101.9/2-2:	0323	DARCOM Supplement 1 to Army Regulations (AR series)	Discard if revised	
D 101.9/3:	0323	Supply and Maintenance Command Regulations	Keep latest edition	
D 101.93:	0322-L	Educational Services Brochure and Schedule of Courses	Dated. Discard when expired	
D 205.9:	0380-C	Armed Forces Federal Income Tax	Keep latest edition	
D 209.17:	0418-D	Directory, US Navy Civil Engineer Corps	Keep latest edition	
D 301.80:	0424	Community College of the Air Force: General Catalog	Keep latest issue	
D 301.104/9:	0424-B-16	Air Force Address Directory	Keep latest edition	
D 301.116:	0307-A-07	Library of Departmental Publications & Forms	Keep latest issue	
E 1.86/2:	0429-A-08	Argonne News	Keep current year plus previous year	R
EP 4.14/2:	0483-E-08	Chronological Schedule of Air Pollution Training Courses	Keep latest edition	
GA 1.16/3:	0546-E	Reports and Testimony	Superseded by GA 1.16/3-2: 0546-E (annual) Index of Reports issued in... (annual) 0546-E	
GP 3.8:	0557-A or B	Monthly Catalog Semiannual Index	Discard when annual cumulative index arrives	
GP 3.22/6:	0552-C	SIGCAT CD-ROM Compendium	Discontinued. No longer a government publication	
GS 1.6/5-3:	0558-A	GSA Bulletin FPR, Federal Procurement	Keep latest edition	
GS 1.29:	0580-A-03	Federal Travel Directory	Dated. Discard when expired	
GS 2.21/2:	0580-A-04	Federal Hotel/Motel Discount Directory	Dated. Discard when expired	
HE 1.18/3:	0444-B	Publications Catalog	Note: Entries extracted from Monthly Catalog (GP 3.8:)	
HE 20.3170: C 61/3/	0507-G-10	International Cancer Research Data Bank Program	Keep latest issue	R
HE 20.3173:	0507-G-16	International Cancer Research Data Bank: Special Listing NCI/ICRDB/SL	Keep current year plus previous year	R

SuDocs	Item	Title	Retention	Regional
HE 20.3173/2:	0507-G-28, 0507-G-26	ICRDB Cancergrams: Series CB, Series CT	Most entries also contained in Index Medicus. Keep current year plus previous year	R
HE 20.3173/2-2:	0507-G-28	Recent Reviews, Carcinogenesis, Supplement to the Cancergrams	Keep current year plus previous year	
HE 20.3173/3:	0507-G-16	International Cancer Research Data Bank: Oncology Overview NCI/ICRDB Series	Keep current year plus previous year	
HE 20.3464:	0497-C-09	Catalog of Cell Lines	Discard if revised	R
HE 20.3465/2:	0497-C-13	NIGMS Research Reports	Discontinued	
HE 20.3609/2:	0508-J	National Library of Medicine Current Catalog	Discontinued with last 1993 issue. Data available on NLM's CATLINE	
HE 20.3609/3:	0508-J	National Library of Medicine Current Catalog: Annual Cumulation	Discontinued with 1993 issue. Data available on NLM's CATLINE	
HE 20.3609/4:	0508-H-05	National Library of Medical Audiovisuals Catalog	Discontinued with last 1993 issue. Data available on NLM's AVLINE	
HE 20.3612/2-2:	0508-E-01	Cumulated Abridged Index Medicus	Discontinued with v. 25. Information available on MEDLINE database	
HE 20.3618:	0508-J	Index of NLM Serial Titles	Keep latest issue	
HE 20.4003/2-2:	0480-B	Directory of United States Poison Control Centers and Services	Keep latest edition	R
HE 20.4043:	0480-B-01	HHS News, Food and Drug Administration	Discontinued	
HE 20.4102:	0498-B-02	General Publications (various titles)	Discard if revised	
HE 20.4108:	0498-B-01	Handbooks, Manuals, Guides (various titles)	Discard if revised	
HE 20.4122:	0498-B-12	Directory of Personnel Responsible for Radiological Health Programs	Keep latest issue	
HE 20.4202:	0499-K-01	General Publications (various titles)	Discard if revised	
HE 20.4208/2:	0499-K	Guidelines for the Clinical Evaluation of Various Drugs	Discard if revised	
HE 20.4309:	0494-B-04	Medical Devices and Diagnostic Products Standards Survey - International edition	Keep latest edition	
HE 20.4309/2:	0494-B-04	Medical Devices and Diagnostic Products Standards Survey - National edition	Keep latest edition	
HE 20.4310/2:	0499-L-02	FDA Medical Device Standards Publications, Technical Report (FDA-T series)	Discard if revised	
HE 20.6610:	05077-J-04	Directory of Programs Preparing Registered Nurses for Expanded Roles	Discard when expires or keep latest issue	

SuDocs	Item	Title	Retention	Regional
HE 20.7009/A:	0508-A-05	MMWR, Morbidity and Mortality Weekly Report (separates)	Discontinued	
HE 20.7009/2 A:	0508-A-05	MMWR Surveillance Summaries (separates)	Discontinued	
HE 20.7021/6:	0504-C	Homestudy Course: Foodborne Disease Control (series)	Discontinued	
HE 20.7112:	0494-D-01	Registry of Toxic Effects of Chemical Substances	Discontinued with the July 1993 issue. CD-ROM version now available through NTIS	
HE 20.7112/3:	0494-D-01	Registry of Toxic Effects of Chemical Substances (quarterly microfiche edition)	Discontinued with the July 1993 issue. CD-ROM version now available through NTIS	
HE 20.7413:	0494-L-04	Position Classification and Pay in State and Territorial Public Health Laboratories	Discontinued	
HE 20.7613/2:	0504-A	Smoking and Health Bulletin	Discontinued with Nov/Dec. 1988 issue. In part contained in Surgeon General's Annual Report to Congress	
HE 20.8013:	0497-D-06	ADAMHA News	Keep current year	
HE 20.8019:	0497-D-10	Memorandum on Women's Alcohol, Drug Abuse, and Mental Health Issues	Keep current year plus previous year	
HE 20.8134:	0507-B-34	National Clearinghouse for Mental Health Information: Literature Survey Series	Discard if revised	
HE 20.9110/4:	0532-E-16	NHSC (National Health Service Corps) Notes	Keep current year plus previous year edition	
HE 20.9309/2:	0507-J-02	Current Publications, Division of Medicine	Keep current year	
HE 22.2:IN 8	0512-A-01	International Classification of Diseases	Discard if revised	
HE 22.8/2:	0512-A-21	Medicare Hospital Manual	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/3:	0512-A-23	Medicare Skilled Nursing Facility Manual	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/4:	0512-A-22	Medicare Provider Reimbursement Manual	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/5:	0512-A-25	Home Health Agency Manual	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/6:	0512-A-25	Medicare Intermediary Manual, Pt. 3, Claims Process	Looseleaf. Discard pages if revised. Keep latest edition	

SuDocs	Item	Title	Retention	Regional
HE 22.8/6-2:	0512-A-25	Medicare Part A Intermediary Manual, Pt. 2 Audits, Reimbursement, Program Administration, HCFA Pub. 13-2	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/6-3:	0512-A-25	Medicare Part A Intermediary Manual, Pt. 1, Fiscal Administration, HCFA Pub. 13-1 (8-80)	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/6-4:	0512-A-25	Medicare Part A Intermediary Manual, Pt. 4 Audit Procedures, HCFA Pub. 13-4 (7-82)	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/7:	0512-A-25	Medicare Carriers Manual, Pt. 3, Claims Process, HCFA Pub. 14-3, Reprint Date (6-82)	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/7-2:	0512-A-25	Medicare Carriers Manual, Pt. 1, Fiscal Administration, HIM 14-1 (11-77)	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/7-3:	0512-A-25	Medicare Carriers Manual, Pt. 2, Program Administration, HCFA Pub. 14 2 (7-80)	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/8:	0512-A-25	HCFA Regional Office Manual, Pt. 2, Medicare, HCFA Pub. 23-2	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/8-2:	0512-A-25	HCFA Regional Office Manual, Pt. 3, Program Integrity, HCFA Pub. 23-3	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/8-3:	0512-A-25	HCFA Regional Office Manual, Pt. 4, Standards and Certification Guidelines, HCFA Pub. 23-4	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/8-4:	0512-A-25	HCFA Regional Office Manual, Pt. 6, Medicaid, HCFA Pub. 23-6	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/8-5:	0512-A-25	HCFA Regional Office Manual, Pt. 1, General HCFA Pub. 23-1	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/9:	0512-A-22	Medicare Outpatient, Physical Therapy Provider Manual, HCFA Pub. 9	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/10:	0512-A-22	State Medicaid Manual	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/11:	0512-A-22	State Buy-In Manual on Supplementary Medical Insurance Enrollment, HCFA Pub. 24	Looseleaf. Discard pages if revised. Keep latest edition	
HE 22.8/12:	0512-A-22	Medicare-Medicaid State Operations Manual, Provider Certification, HCFA Pub. 7	Discard pages if revised. Keep latest edition	
HE 22.8/13:	0512-A-21	Medicare Renal Dialysis Facility Manual	Discard pages if revised. Keep latest edition	

SuDocs	Item	Title	Retention	Regional
HE 22.25:	0512-A-27	National Listing of Providers Furnishing Kidney Dialysis and Transplant Services	Keep latest edition. (Class change to HE 22.510:)	
HE 22.28:	0512-A-22	Program Memorandum Medicaid State Agencies HCFA Pub. 17	Looseleaf. Discard pages if revised. Keep latest edition	
I 53.32:	0633-A-02	Oregon and Washington Planned Land Sales	Dated. Keep latest issue	R
I 66.2:	0657-B-01	General Publications (various titles)	Discard if revised	
I 66.8:	0657-B-07	Handbooks, Manuals, Guides (various titles)	Discard if revised	
I 70.13:	0624-E-03	Maps	Discard if revised	R
I 70.17:	0648-D	National Register of Historic Places	Keep latest edition	
IC 1.2:	0674	General Publications (various titles)	Discard if revised	
IC 1.12/3:	0678	Handbooks, Manuals, Guides (various titles)	Discard if revised	
IC 1.31:	0674-A	Public Advisories	Discard if revised	
IC 1.40:	0674-F	Forms	Discard if revised or expired	
IC 1 ACT.5:	0675	Interstate Commerce Act	Keep latest edition	
J 1.5/A:	0718	Opinions of Attorney General (separate opinions)	Separate preprints superseded by bound (J 1.5:)	
JU 10.11:	0728-A	Federal Offenders in the United States District Courts	Discontinued	
JU 10.13:	0717-Y	Grand and Petit Juror Service in United States District Courts	Discontinued	
L 2.64/2:	0768-H	Directory of Wage Chronologies	Discard if revised	R
L 2.99:	0768-K	Digest of Selected Pension Plans	Keep latest edition	R
L 37.8/4:	0756-A	Interviewing Guides for Specific Disabilities	Discard if revised	
L 37.20:	0780-A-10	Unemployment Insurance Occasional Papers (series)	Discard if revised	R
LC 1.6/4-2:	0786-A-01	CONSER Editing Guide	Keep latest edition	R
LC 24.11:	0806-F-02	Directories	Discard if revised	
LC 26.7/2-2:	0823	Library of Congress Subject Headings Weekly Lists	Superseded by annual cumulation (LC 26.7:)	
LR 1.8/6-2:	0826	Classified Index of Decisions of Regional Directors of National Labor Relations Board in Representation Proceedings	Keep until superseded by cumulative edition	
LR 1.8/8:	0826-B	Classified Index of Dispositions of ULP Charges by the General Council of the National Labor Relations Board	Keep until superseded by cumulative edition	
NF 2.8/2-2:	0831-B-02	Literature Application Guidelines	Dated. Discard when expired	

SuDocs	Item	Title	Retention	Regional
NF 2.8/2-3:	0831-B-02	Challenge Application Guidelines	Dated. Discard when expired	
NF 2.8/2-4:	0831-B-02	Dance Application Guidelines	Dated. Discard when expired	
NF 2.8/2-5:	0831-B-02	Music: Music Professional Training Career, Development Organizations Music, Special Projects	Dated. Discard when expired	
NF 2.8/2-6:	0831-B-02	Theater Support to Organizations Application Guidelines	Dated. Discard when expired	
NF 2.8/2-7:	0831-B-02	Museum Application Guidelines	Dated. Discard when expired	
NF 2.8/2-8:	0831-B-02	Music Fellowships: Composers, Jazz	Dated. Discard when expired	
NF 2.8/2-9:	0831-B-02	Music: Music Presenters and Festivals, Jazz Management and Special Projects/Jazz Service to the Field	Dated. Discard when expired	
NF 2.8/2-10:	0831-B-02	Media Arts: Film/Radio/Television	Dated. Discard when expired	
NF 2.8/2-11:	0831-B-02	Design Arts, Application Guidelines	Dated. Discard when expired	
NF 2.8/2-12:	0831-B-02	Opera-Musical Theater, Application Guidelines	Dated. Discard when expired	
NF 2.8/2-13:	0831-B-04	Visual Arts Fellowships	Dated. Discard when expired	
NF 2.8/2-14:	0831-B-02	Music: Chamber/Jazz Ensembles, Jazz Special Projects/Services, Choruses, Orchestras, Music Festives	Dated. Discard when expired	
NF 2.8/2-15:	0831-B-02	Visual Arts, Visual Artists Organizations, Visual Artists Public Project, Special Projects	Dated. Discard when expired	
NF 2.8/2-16:	0831-B-02	Folk Arts Application Guidelines	Dated. Discard when expired	
NF 2.8/2-17:	0831-B-04	State & Regional Programs Application Guidelines Fiscal Years	Dated. Discard when expired	
NF 2.8/2-18:	0831-B-02	Expansion Arts, Application Guidelines	Dated. Discard when expired	
NF 2.8/2-19:	0831-B-04	Advancement, Application Guidelines	Dated. Discard when expired	
NF 2.8/2-20:	0831-B-02	Challenge III Grants, Application Guidelines	Dated. Discard when expired	
NF 2.8/2-21:	0831-B-02	Local Programs, Application Guidelines	Dated. Discard when expired	
NF 2.8/2-22:	0831-B-02	Inter-Arts Initiative for Interdisciplinary Artists	Dated. Discard when expired	

SuDocs	Item	Title	Retention	Regional
NF 2.8/2-23:	0831-B-02	Presenting: Presenting Organizations, Presenting Networks	Dated. Discard when expired	
NF 2.8/2-24:	0831-B-10	Arts Administration Fellows Program, Application Guidelines	Dated. Discard when expired	
NF 2.8/2-25:	0831-B-02	Challenge II Grants	Dated. Discard when expired	
NF 2.8/2-26:	0831-B-02	Inter-Arts Artists' Projects	Dated. Discard when expired	
NF 2.8/2-27:	0831-B-02	Arts in Education, Special Projects	Dated. Discard when expired	
NF 2.8/2-28:	0831-B-04	Arts in America	Dated. Discard when expired	
NF 2.8/2-29:	0831-B-04	Inter-Arts Grants to Presenting Organizations, Services to Presenting Organizations, Special Touring Initiative	Dated. Discard when expired	
NF 2.8/2-30:	0831-B-04	Theater Support to Individuals	Dated. Discard when expired	
NF 2.8/2-31:	0831-B-04	Local Arts Agencies Program, Application and Guidelines	Dated. Discard when expired	
NF 2.8/2-32:	0831-B-04	International: International Projects Initiative for Organizations Partnerships	Dated. Discard when expired	
NF 2.8/2-33:	0831-B-04	Theater Support to Organizations	Dated. Discard when expired	
NF 2.8/2-34:	0831-B-04	International Application Guidelines, International Program: Fellowships and Residencies Partnerships	Dated. Discard when expired	
NF 2.8/2-35:	0831-B-04	International Application Guidelines, International Program: International Projects Initiative for Organizations Partnership	Dated. Discard when expired	
NF 2.8/2-36:	0831-B-11	Folk & Traditional Arts, Application and Guidelines	Dated. Discard when expired	
NF 2.8/2-37:	0831-B-12	Arts in Education, Arts Plus, Application Guidelines for Fiscal Year	Dated. Discard when expired	
NF 3.2:D 63/	0831-B-01	Dissertation Grants Support for Doctoral Candidates in the Humanities to Complete the Dissertation	Dated. Discard when expired	
NF 3.2:G 76/2	0831-B-01	NEH Study Grants for College and University Teachers	Dated. Discard when expired	
NF 3.2:R 31/7/	0831-B-01	Interpretive Research Humanities, Sciences and Technology	Dated. Discard when expired	
NF 3.2:R 31/8/	0831-B-01	Interpretive Research Projects, Application Instructions and Forms	Dated. Discard when expired	

SuDocs	Item	Title	Retention	Regional
NF 3.2:R 31/9	0831-B-01	Interpretive Research Archeology Projects, Application Instructions and Forms	Dated. Discard when expired	
NF 3.2:R 31/10	0831-B-01	Interpretive Research Collaborative Projects, Application Instructions and Forms	Dated. Discard when expired	
NF 3.2:R 31/11/	0831-B-01	Interpretive Research Archeology Projects, Guidelines Application Forms	Dated. Discard when expired	
NF 3.2:R 31/12	0831-B-01	Interpretive Research Collaborative Projects, Archeology Projects, Humanities, Science and Technology	Dated. Discard when expired	
NF 3.2:R 31/13	0831-B-01	Interpretive Research Conferences, Guidelines and Application Forms	Dated. Discard when expired	
NF 3.2:ST 2	0831-B-01	Division of State Programs, Application Instruction and Forms	Dated. Discard when expired	
NF 3.2:T 31/	0831-B-01	Texts Editions, Application Instructions and Forms	Dated. Discard when expired	
NF 3.2:T 31/2/	0831-B-01	Text Publications Subventions, Application Instructions and Forms	Dated. Discard when expired	
NF 3.2:T 31/3/	0831-B-01	Text Translations Application Instructions and Forms	Dated. Discard when expired	
NF 3.2:Y 8/5/	0831-B-01	Younger Scholars Awards	Dated. Discard when expired	
NF 3.2:Y 8/6/	0831-B-01	Younger Scholars, High School Student, College Students Guidelines Applications Forms	Dated. Discard when expired.	
NF 3.2:Y 8/7/	0831-B-01	College Young Scholars Awards	Dated. Discard when expired	
NF 3.8:T 69/	0831-B-01	Travel to Collections Small Grants for Research in Libraries	Dated. Discard when expired	
NF 3.8/2-2:	0831-B-01	Humanities Projects in Libraries	Dated. Discard when expired	
NF 3.8/2-6:	0831-B-01	Younger Scholars, Guidelines Application Forms	Dated. Discard when expired	
NF 3.13/2:	0831-B-05	Summer Seminars for College Teachers, Guidelines and Application Forms for Directors	Dated. Discard when expired	
NF 3.13/2-2:	0831-B-05	Summer Seminars for College Teachers, Guidelines and Application Forms for Participants	Dated. Discard when expired	
NF 3.13/3-2:	0831-B-07	Summer Seminars for School Teachers, Guidelines and Application Form for Participants	Dated. Discard when expired	
NF 3.13/3-3:	0831-B-07	Summer Seminars for School Teachers, Guidelines and Application Forms for Directors	Dated. Discard when expired	
NF 3.19:	0831-B-07	Travel to Collections, Guidelines and Application Instructions	Dated. Discard when expired	

SuDocs	Item	Title	Retention	Regional
NF 3.22:	0831-B-01	Summer Stipends	Dated. Discard when expired	
P 1.12/6:	0838-E	Postal Contracting Manual	Looseleaf. Discard pages if revised. Keep latest edition	
PE 1.10/8:	0074-E	Manuals	Keep latest edition	
PM 1.21:	0292	Current Federal Examination Announcements	Keep latest issue	
S 1.8/2:	0868-C	Employees of Diplomatic Missions	Keep latest issue	
SBA 1.32:	0901-E	Management Aids	Discard if revised	
SI 1.36:	0910-B	RIF Newsletter	Keep current year	
TD 4.10/4:	0431-A-15	FAA Airworthiness Directive, Biweekly Listing	Keep latest issue	
TD 4.11:	0431-A-09	International Notices to Airmen	Keep latest issue	
VA 1.48/2-2:	0989-G	Research News	Keep current year plus previous year	
VA 1.49:	0989-G	Veterans Educations Newsletters	Keep current year plus previous year	
VA 1.56/2:	0989-G-01	Newsletter, North Central Regional Medical Education Center	Keep current year plus previous year	
VA 1.56/3:	0989-G-02	Newsletter, VA Medical Center, Phoenix, AZ	Keep current year plus previous year	
VA 1.56/5:	0989-G-03	Newsletter, VA Medical Center, Allen Park, MI	Keep current year plus previous year	
VA 1.59:	0983-A-06	Environmental Impact Statements	Keep finals	
Y 3.AD 9/3:	1049-I	Reports and Publications	Only one report (1984) has been distributed within the past ten years	
Y 3.C 76/3:26	1062-C-20	CPSC Public Calendar	Keep current year	
Y 3.EL 2/3:9-2	1091-A	Election Law Update	Keep latest edition	
Y 3.F 31/21-3:9	1061-G-01	FLRA Report of Case Decisions Information	Announcements and News Releases are dated. Discard after 6 months	
Y 3.R 31/2:15	1061-K-01	Real Estate Asset Inventory	See Y 3.F 31/8:31/	
Y 4.F 76/1: F 76/55/	1017-A & B	Chronologies of Major Developments in Selected Areas of Foreign Affairs	Quarterly issues superseded by annual	
Y 4.F 76/1-19:	1017-A & B	List of Content of Bound Volumes		
Y 4.P 93/1:C 64	1004-C	U.S. Code, Title 44, Public Printing and Documents	Keep latest edition	
Y 4.SCI 2:L 52/	1025-A-01 & A-02	Legislative Manual	Keep latest edition	

SuDocs	Item	Title	Retention	Regional
Y 4.V 64/4: M 46/3	0998-A	Medal of Honor Recipients	Keep latest edition	

